

# Audit Engagement Termination Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you of our decision to terminate our audit engagement with [Client's Company Name], effective [Termination Date]. This decision has been made after careful consideration and in accordance with the terms of our engagement letter.

We appreciate the opportunity to have worked with you and your team. It has been a pleasure to assist [Client's Company Name] with your audit needs. We are committed to ensuring a smooth transition and will ensure that all relevant documentation is returned promptly.

Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]