

# Audit Engagement Termination Letter

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Company Address]

[City, State, ZIP Code]

## **Subject: Termination of Audit Engagement**

Dear [Client's Name],

We are writing to formally inform you that, effective [termination date], we will be terminating our audit engagement with [Client's Company Name]. This decision has been reached after careful consideration and discussions regarding our business relationship.

We value the time we have spent working together and appreciate the trust you placed in us to conduct your audit. We are committed to ensuring a smooth transition and will assist in providing all necessary documentation to help facilitate your next steps.

Please feel free to reach out if you have any questions or require additional information. We wish you and [Client's Company Name] all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Firm's Name]