

Voluntary Termination of Audit Engagement

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 voluntarily terminate our audit engagement with [Client's Company Name] effective [Insert Termination Date]. This decision has been made after careful consideration and is aligned with our current resource allocations and business strategy.

We appreciate the opportunity to work with you and your team. Our time spent together has been value-added, and we have gained insight into your operations. We are committed to ensuring a smooth transition and we will assist you in completing any outstanding matters related to our audit engagement.

Please feel free to reach out should you have any questions or require further clarification regarding this termination.

Thank you for your understanding and support during our engagement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]