To

[The Recipient Name]

**Subject: Termination of audit services for [XYZ]**

Dear Anderson,

During employment there comes a certain point when a company no longer needs the services of an employee. Such decisions are always hard to make. Today I am writing this letter on behalf of the management that your audit services are being terminated with immediate effect.

Your inability in meeting the desired standards of our company has compelled the board of directors to make this hard decision. Despite several verbal warnings, you failed to show improvement in your performance. Honestly speaking, your failure has paved the way for your termination.

Your poor performance has proved to us that you are lacking the expertise to be a perfect auditor. Your termination decision was taken under certain circumstances and those were beyond our control. Your major duty was to prepare the annual financial report for fiscal year 202X and present it to the owners.

Upon careful examination, it was revealed that you made blunders during its preparation. It came to our knowledge that the account statements of major stakeholders were not prepared according to the company's act. Secondly, you failed to assess the associated financial risk. Consequently, we were on the verge of collapse because our assets were not protected due to your sheer negligence.

Dear, your key responsibility was to give us a true and clear picture of company finance and business. Unfortunately, you failed to do so which is not tolerable at all. The fate of any company depends upon its accurate audit report, but you made us vulnerable to huge losses.

Keeping in view the whole scenario, the company has decided to get rid of you and your poor-quality services. It is hereby notified that you will no longer be a part of this company.

Your compensatory payment is also attached to this letter. You can contact the HR office in case of any queries.

We wish you all the best of luck for your future.

Yours sincerely.

[NAME]  
[COMPANY]