

[Your Company Letterhead]

[Date]

[Auditor's Name]

[Auditor's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

Subject: Appointment as Company Auditor

We are pleased to inform you that [Your Company Name] has appointed you as the Company Auditor for the fiscal year ending [Date]. This appointment is effective from [Start Date] and will be subject to review at the end of the financial year.

Your responsibilities will include:

1. Conducting an independent audit of the company's financial statements in accordance with applicable auditing standards.
2. Providing an objective assessment of the financial health of the company.
3. Identifying areas for improvement and providing recommendations to enhance financial processes.

Your compensation for the audit services will be [Compensation Terms], payable upon the completion of the audit.

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by [Response Deadline]. We look forward to working with you closely and benefiting from your expertise.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

I, [Auditor's Name], hereby accept the appointment as Company Auditor as outlined above.

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[Auditor's Signature]

[Date]