XXXX XXXXXXX & CO. *Audit firm name*

Chartered Accountants · FRN: XXXXXXX

XXXX XXXXXXX, XXXXXX - XXXXXX · Tel: XXXXXXXXXX · Email: XXXX@XXXX.XXX

Date: XX.XX.XXXX

To,

The Board of Directors

XXXX XXXXXXX PRIVATE LIMITED *Company Name*

CIN: XXXXXXXXXXXXXXXXXXXXX

XXXX XXXXXXX, XXXXXX - XXXXXX

Subject: Resignation as statutory auditor of the Company

Dear Sirs / Madam,

We were appointed statutory auditor of the Company at the annual general meeting held on XX.XX.XXXX to hold office until the conclusion of the XX annual general meeting.

Due to XXXX XXXXXXX *reason - for example, pre-occupation with other assignments / the firm's internal policy*, we hereby tender our resignation as statutory auditor of the Company with effect from XX.XX.XXXX

We confirm that *there is no other reason or material fact relating to our resignation that should be brought to the notice of the members / the following matters should be brought to the notice of the members: XXXX XXXXXXX*

We shall file the statement required under section 140(2) of the Companies Act, 2013 with the Company and the Registrar of Companies within thirty days of this resignation.

Thank you for the opportunity to serve the Company.

For **XXXX XXXXXXX & CO.**, Chartered Accountants, FRN: XXXXXXX

(Signature) **XXXX XXXXXXX**, Partner · Membership No.: XXXXXX

Place: XXXXXX