

Accounting Officer Appointment Letter *Withdrawal of Designation Template*

[Appointee]

[Department / Agency / Trading Fund / NDPB / Executive Agency]

[Address]

[Town / City]

[Postcode]

(Principal) Accounting Officer for the [Department / Agency / Trading Fund / NDPB / Executive Agency]

In my letter of [Day, Month, Year] designating you as [Principal] Accounting Officer for the [Department / Agency / Trading Fund / NDPB / Executive Agency], I explained that your personal responsibilities as the Accounting Officer for the [Department / Agency / Trading Fund / NDPB / Executive Agency] were to ensure that:

- you must be able to assure Parliament and the public of high standards of probity in the management of public funds;
- your organisation's governance, decision-making and financial management assurances when considering, promoting and safeguarding regularity, propriety, affordability, feasibility, sustainability, risk, and value for money across the public sector; and
- accounting accurately, and transparently, for your organisation's financial position and transactions.

I was very disappointed therefore that [insert explanation of concern]. Since [£xx] of public money is at stake, this is not a concern I can take lightly.

My letter of [Day, Month, Year] also explained that if, for any reason, I concluded you have not met the standards to carry out the responsibilities of an accounting officer, your designation could be withdrawn.

Your contract of employment as [Permanent Secretary / Chief Executive] of the [Department / Agency / Trading Fund / NDPB / Executive Agency] also explained that, if in the reasonable opinion of the accounting Officer for the [sponsor Department], you are no longer the appropriate person to carry out the responsibilities of an accounting officer, your designation as accounting officer would be withdrawn and your employment terminated.

From the evidence presented to me, it seems to me that your personal responsibilities as the accounting officer for the [Department / Agency / Trading Fund / NDPB / Executive Agency] have not been performed satisfactorily. I have therefore come to the reluctant conclusion that, for the [sponsor Department] and the [Department / Agency / Trading Fund / NDPB / Executive Agency] to move forward, a new accounting officer should be appointed for the [Department / Agency / Trading Fund / NDPB / Executive Agency].

I am therefore formally withdrawing your designation as the Accounting Officer for the [Department / Agency / Trading Fund / NDPB / Executive Agency] with effect from [Day, Month, Year].

I know that under the terms of your contract, the withdrawal of accounting officer status would terminate your employment. You may wish to discuss your position with [insert name]. I believe this is in the best interests of the [Name of Department / Agency / Trading Fund / NDPB / Executive Agency].

[You will also wish to consider with [insert name] whether you can fulfil your other responsibilities as [insert designation] without being the [Name of Department / Agency / Trading Fund / NDPB / Executive Agency]'s accounting officer.

I am very sorry to have to send you this letter, but wish you the very best for the future.

I am copying this letter to the Clerk to the Committee of Public Accounts, the Comptroller and Auditor General, [sponsor Department Permanent Secretary], Chair of the [Agency / NDPB] Board, and the Treasury Officer of Accounts.

Signature