

# Internal Audit Department

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

## **Subject: Roles and Responsibilities of Internal Audit**

Dear [Recipient Name],

As part of our commitment to uphold the integrity and performance of our organization, I would like to outline the key roles and responsibilities associated with the Internal Audit Department.

### **Roles and Responsibilities**

- Evaluate the effectiveness of internal controls and risk management processes.
- Conduct audits of financial records and operational processes to ensure compliance with laws and regulations.
- Identify areas for improvement and recommend actionable solutions.
- Assist in the preparation of audit reports for management and the board of directors.
- Collaborate with other departments to enhance operational efficiency.
- Monitor compliance with policies and procedures.
- Provide training and support for risk management practices.

We appreciate your commitment to maintaining our organization's standards of governance and transparency.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]