

Operational Risk Compliance Audit Notification

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Dear [Recipient Name],

As part of our ongoing commitment to ensure operational risk compliance across the organization, we are conducting a comprehensive audit of our operational risk management framework. This audit aims to assess our adherence to established guidelines and identify areas for improvement.

The audit will take place from [Start Date] to [End Date] and will involve a review of relevant documentation, interviews with key personnel, and assessments of current processes in place. Your cooperation and transparency during this period are crucial for a successful outcome.

Please ensure that all necessary documentation is prepared and made available to the audit team. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]