

Internal Audit Schedule Announcement

Dear Team,

We are pleased to announce the schedule for the upcoming internal audit to ensure compliance with our policies and procedures.

Audit Schedule

- **Audit Period:** [Insert Start Date] - [Insert End Date]
- **Departments Involved:** [List Departments]
- **Audit Team:** [List Names of Auditors]

Please take note of the following:

- Prepare all necessary documents and records for review.
- Be available for discussions with the audit team as required.
- Maintain confidentiality throughout the audit process.

Your cooperation is essential to ensure a smooth and efficient audit process. If you have any questions or concerns, please feel free to reach out to your department head or the internal audit team.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]