

Internal Audit Notification

Date: [Insert Date]

To: [Employee/Department Name]

From: [Your Name]

Subject: Notification of Upcoming Internal Audit

Dear [Employee/Department Name],

This letter serves to inform you that an internal audit will be conducted in your department. The audit is scheduled to take place from [Start Date] to [End Date].

The purpose of this audit is to evaluate the effectiveness of our operations and compliance with internal policies and procedures. Your cooperation and transparency during this process are greatly appreciated.

Please prepare the necessary documentation and access to relevant records. If you have any questions or require further clarification regarding this audit, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]