

Audit Conclusion Briefing

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name / Audit Team]

Subject: Audit Conclusion for [Audit Period]

Overview

This briefing provides the conclusions and recommendations resulting from the audit conducted for [Company/Department Name] for the period of [insert period].

Audit Objectives

- Objective 1: [Insert Objective]
- Objective 2: [Insert Objective]
- Objective 3: [Insert Objective]

Key Findings

1. [Finding 1 Description]
2. [Finding 2 Description]
3. [Finding 3 Description]

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

In conclusion, the audit findings indicate [insert overall conclusion]. We appreciate the cooperation of [Company/Department Name] during the audit process.

Best Regards,

[Your Name]

[Your Position]

[Contact Information]