

Dear Team,

We are writing to inform you about the upcoming staff training on the audit process. This training is essential for ensuring that all team members understand their roles and responsibilities during the audit.

Training Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Training Agenda:

- Introduction to Audit Process
- Roles and Responsibilities of Staff
- Preparation and Documentation
- Audit Execution and Findings
- Q&A Session

We encourage all of you to participate actively and ask questions during the session. Your understanding of the audit process is crucial for our success.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]