

Audit Staff Scheduling for Annual Reviews

Date: [Insert Date]

To: [Insert Staff Name]

Position: [Insert Staff Position]

Department: [Insert Department Name]

Dear [Staff Name],

We are in the process of scheduling our annual audit reviews and would like to confirm your availability for the upcoming sessions. Below are the proposed dates and times for your review:

- Session 1: [Insert Date and Time]
- Session 2: [Insert Date and Time]
- Session 3: [Insert Date and Time]

Please reply to this email by [Insert Response Deadline] with your availability. If you have any conflicts with the proposed dates, let us know as soon as possible so we can make the necessary adjustments.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]