

Audit Staff Scheduling for Fieldwork Assignments

Date: [Insert Date]

To: [Audit Staff Name]

From: [Your Name] | [Your Position]

Subject: Fieldwork Assignment Schedule

Dear [Audit Staff Name],

We are pleased to inform you that you have been assigned to the following fieldwork assignments:

Assignment	Location	Start Date	End Date
[Assignment 1]	[Location 1]	[Start Date 1]	[End Date 1]
[Assignment 2]	[Location 2]	[Start Date 2]	[End Date 2]

Please ensure that you review the relevant documents and prepare accordingly before each assignment. If you have any questions or concerns, feel free to reach out.

Thank you for your cooperation and dedication.

Best regards,

[Your Signature]

[Your Name]

[Your Position]

[Your Contact Information]