

# Audit Team Performance Evaluation Schedule

Date: [Insert Date]

Dear Team,

As part of our commitment to ongoing performance evaluation, please find below the schedule for upcoming performance evaluations for each member of the audit staff.

## Performance Evaluation Schedule

Staff Member	Evaluation Date	Time	Location
[Staff Name 1]	[Date 1]	[Time 1]	[Location 1]
[Staff Name 2]	[Date 2]	[Time 2]	[Location 2]
[Staff Name 3]	[Date 3]	[Time 3]	[Location 3]

Please be prepared to discuss your performance and any goals for the upcoming review period. If you have any conflicts with the scheduled times, kindly inform me at your earliest convenience.

Thank you for your hard work and dedication.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]