

Quarterly Assessment Audit Staff Schedule

Date: [Insert Date]

To: All Audit Staff

Dear Team,

As we prepare for our upcoming quarterly assessments, please see the schedule below for staff assignments:

Staff Name	Assessment Date	Location	Role
[Name 1]	[Date 1]	[Location 1]	Lead Auditor
[Name 2]	[Date 2]	[Location 2]	Support Auditor
[Name 3]	[Date 3]	[Location 3]	Junior Auditor

Please ensure that you are prepared and have reviewed all relevant materials prior to your scheduled assessments. If you have any conflicts with the assigned dates, please notify me as soon as possible.

Thank you for your cooperation and commitment to our audit processes.

Sincerely,

[Your Name]

[Your Title]

[Company Name]