

# Audit Staff Scheduling Notification

Date: [Insert Date]

To: [Audit Staff/Team Name]

Subject: Schedule for Upcoming Special Investigations

Dear Team,

We are gearing up for a series of special investigations that require your expertise. Below are the details regarding the scheduling of audit staff:

## Schedule Overview

- **Investigation Topic:** [Insert Topic]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Location:** [Insert Location]

## Staff Assignments

Name	Role	Dates Assigned
[Staff Member 1]	[Role]	[Start Date] - [End Date]
[Staff Member 2]	[Role]	[Start Date] - [End Date]

Please confirm your availability by [Insert Confirmation Date]. If you have any conflicts or require adjustments, do not hesitate to reach out.

Thank you for your cooperation and dedication to this important work.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]