

Performance Audit Notification

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Department: [Department Name]

Dear [Staff Member's Name],

We are conducting a performance audit for the teaching staff as part of our ongoing commitment to ensure high standards of education and compliance with institutional policies. This audit will evaluate various aspects of your teaching performance, including but not limited to:

- Lesson Planning and Execution
- Student Engagement and Interaction
- Assessment and Feedback
- Professional Development Efforts

The audit will take place from [Start Date] to [End Date]. During this period, we will be collecting data through classroom observations, student surveys, and review of teaching materials.

Your cooperation is essential during this review process. Please prepare any necessary documents and be available for discussions. If you have any questions or require further details, feel free to reach out to [Contact Person's Name] at [Contact Person's Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]