

Audit Workshop Timetable

Dear Participants,

We are pleased to share the timetable for the upcoming Audit Workshop scheduled for [Date]. Please find the details below:

Time	Session Title	Facilitator
9:00 AM - 10:30 AM	Introduction to Internal Auditing	John Doe
10:30 AM - 11:00 AM	Break	
11:00 AM - 12:30 PM	Risk Assessment Techniques	Jane Smith
12:30 PM - 1:30 PM	Lunch Break	
1:30 PM - 3:00 PM	Auditing Standards and Compliance	Emily Johnson
3:00 PM - 3:15 PM	Break	
3:15 PM - 4:45 PM	Report Writing and Presentation	Michael Brown

Please arrive at least 15 minutes early for registration. We look forward to your active participation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]