

Internal Audit Training Calendar

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Internal Audit Training Calendar for [Year]

Dear [Recipient Name],

We are pleased to share the Internal Audit Training Calendar for the upcoming [Year]. This calendar outlines the training sessions designed to enhance our auditing skills and knowledge.

Training Schedule

Date	Training Topic	Facilitator	Duration
[Date 1]	[Training Topic 1]	[Facilitator 1]	[Duration 1]
[Date 2]	[Training Topic 2]	[Facilitator 2]	[Duration 2]

Please make sure to register for the sessions you are interested in by [Registration Deadline]. For any queries, feel free to reach out to [Contact Person].

Thank you for your attention and commitment to enhancing our audit capabilities.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]