

Audit Expectation Outline

Dear Employees,

As we prepare for the upcoming audit, we want to outline our expectations to ensure a smooth process. Please review the following points carefully:

Audit Preparation

- Ensure all financial documents are up-to-date.
- Organize files and records for easy access.
- Review policies and procedures relevant to your department.

During the Audit

- Be prepared to answer questions regarding your operations.
- Provide requested documentation in a timely manner.
- Maintain professionalism and openness throughout the process.

Post-Audit Expectations

- Participate in any follow-up meetings or discussions.
- Implement any agreed-upon changes promptly.
- Provide feedback to improve future audit processes.

Thank you for your cooperation and commitment to ensuring a successful audit.

Sincerely,
[Your Name]
[Your Position]