

Employee Audit Announcement

Dear [Employee Name],

We wish to inform you that an employee audit will be conducted starting on [Start Date] through [End Date]. This audit aims to ensure compliance with our company policies and procedures.

During this period, you may be required to provide documentation and answer questions regarding your role and responsibilities. Your cooperation is highly appreciated and will facilitate a smooth audit process.

If you have any questions or concerns, please feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]