

Internal Audit Notification

Dear [Employee's Name],

We hope this message finds you well. This is to inform you that an internal audit will be conducted within our department starting from [Start Date] to [End Date]. The purpose of this audit is to ensure compliance with our internal policies and procedures.

During this time, you may be asked to provide relevant documentation and participate in interviews with the audit team. Your cooperation is essential for the success of this audit and will help us improve our internal controls.

If you have any questions or concerns regarding this process, please do not hesitate to reach out to [Audit Manager's Name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]