

# Internal Audit Session Notification

Dear [Employee's Name],

We would like to inform you that an internal audit session is scheduled for [Date] at [Time]. The session will be conducted in [Location/Zoom Link].

The purpose of this audit is to evaluate [specific area or process] and to ensure compliance with our internal policies and procedures.

Please be prepared to provide any necessary documentation and be available for discussion during this session. If you have any questions or concerns, feel free to reach out to us prior to the meeting.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]