

# Internal Audit Calendar Announcement

Date: [Insert Date]

To: All Department Heads

From: [Your Name]

Subject: Announcement of Internal Audit Calendar for [Year]

Dear Team,

We are pleased to announce the Internal Audit Calendar for the upcoming [Year]. The calendar outlines the scheduled internal audits for each department, aimed at enhancing our compliance and operational efficiency.

Please find the key audit dates below:

- Department A Audit: [Date]
- Department B Audit: [Date]
- Department C Audit: [Date]

It is essential for all department heads to ensure their teams are prepared for the respective audits. Further details and requirements will be shared closer to the audit dates.

Should you have any questions or need further information, feel free to reach out to the Internal Audit Department.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]