

# Internal Audit Period Announcement

Date: [Insert Date]

To all employees,

We would like to inform you that the internal audit for our organization will take place from [Start Date] to [End Date]. This period is crucial for ensuring our compliance with internal policies and regulations.

The audit team will begin their assessments on [Start Date], and we kindly ask for your full cooperation during this process. Please ensure that all necessary documents and records are readily available for review.

If you have any questions or require further clarification regarding the audit process, please do not hesitate to contact [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]