

# Internal Audit Planning Notice

Date: [Insert Date]

To: [Employee/Department Name]

From: [Your Name/Your Department]

Subject: Notice of Upcoming Internal Audit

Dear [Employee/Department Name],

This notice serves to inform you that an internal audit will be conducted on [insert date or timeframe] as part of our ongoing commitment to ensuring compliance and enhancing our operational efficiency.

The audit will focus on the following areas:

- [Audit Area 1]
- [Audit Area 2]
- [Audit Area 3]

Please ensure that all necessary documents and records are prepared and accessible for the auditors. Your cooperation is crucial for a smooth and effective audit process.

If you have any questions or require further clarification, do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]