

Internal Audit Session Schedule

Dear Team,

This is to inform you about the upcoming internal audit sessions scheduled for the following dates:

Date	Time	Department	Location
October 10, 2023	10:00 AM - 12:00 PM	Finance	Conference Room A
October 12, 2023	1:00 PM - 3:00 PM	HR	Conference Room B
October 15, 2023	9:00 AM - 11:00 AM	IT	Conference Room C

Please ensure your availability and come prepared with the necessary documentation.

Thank you.

Best regards,
[Your Name]
[Your Position]