

Internal Audit Notification

Date: [Insert Date]

To: All Employees

Dear Team,

This is to inform you that our upcoming internal audit is scheduled for [Insert Audit Dates]. The audit will cover the following areas:

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

Please ensure that all relevant documents and records are prepared and accessible. We appreciate your cooperation during this process.

If you have any questions or concerns, feel free to reach out to the audit team at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]