

Upcoming Internal Audit Announcement

Dear Team,

We would like to inform you that an internal audit will be conducted from **[start date]** to **[end date]**. The audit aims to assess our compliance with policies and procedures, identify areas for improvement, and ensure the overall effectiveness of our operations.

Please be prepared to assist the audit team by providing any necessary documentation and answering questions as needed. Your cooperation is crucial for a successful audit process.

If you have any questions or concerns regarding the audit, please do not hesitate to reach out to **[Audit Coordinator's Name]** at **[Contact Information]**.

Thank you for your attention and support.

Best Regards,

[Your Name]
[Your Position]
[Company Name]