

Internal Audit Performance Evaluation

Date: [Insert Date]

To: The Board of Directors

From: [Your Name]

Position: [Your Position]

Subject: Performance Evaluation of Internal Audit Function

Dear Members of the Board,

As part of our commitment to maintaining the highest standards of accountability and transparency, we have conducted a comprehensive evaluation of the internal audit function for the period of [Insert Time Period]. This evaluation aims to assess our performance, identify areas for improvement, and ensure alignment with industry best practices.

Performance Highlights:

- Completion of [Insert Number] audits and compliance checks.
- Identified [Insert Number] areas for operational improvement.
- Provided training to [Insert Number] staff on risk management.

Key Achievements:

- Successfully reduced audit cycle time by [Insert Percentage].
- Enhanced reporting accuracy and timeliness.
- Improved collaboration with management and staff.

Areas for Improvement:

- Increase focus on emerging risks and technology audits.
- Enhance stakeholder communication regarding audit findings.

We appreciate the support of the Board and management during this evaluation and look forward to your feedback. Together, we can strengthen our internal controls and foster a culture of continuous improvement.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]