

Inventory Shrinkage Notification

Date: _____
To: _____
From: _____
Department: _____
Reference No.: _____

Subject: Inventory Shrinkage Report

This notification is to inform you of the following inventory shrinkage identified during our latest inventory audit. Please see the details below:

Item Description	SKU/Item Code	Recorded Quantity	Actual Quantity	Shrinkage	Remarks
Sample Item A	INV-001	150	147	3	Missing from stock
Sample Item B	INV-002	85	84	1	Damaged in transit

Comments/Investigation Findings:

Prepared By
Date: _____

Reviewed/Approved By
Date: _____

Important Notes:

- This document should be completed promptly upon detection of any inventory discrepancies.
- Accurate details about shrinkage help in root cause analysis and loss prevention.
- Attach relevant supporting documents (e.g., photos, investigation reports) when available.
- Retain this notification for audit and compliance purposes.
- Notify relevant departments for follow-up actions as required by company policy.