

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.