

Department Financial Constraints Announcement

Date: [Insert Date]

To: All Department Heads

From: [Your Name] | [Your Position]

Dear Team,

I hope this message finds you well. I am writing to inform you about the current financial constraints that our organization is facing. Due to [brief reason for financial constraints, e.g., economic downturn, reduced funding, etc.], we are implementing several measures to ensure the sustainability of our operations.

Effective immediately, we are instituting the following guidelines:

- All discretionary spending must be reviewed and approved by [specific person/department].
- Department budgets will be reduced by [specific percentage/amount].
- Travel and external training expenses will be limited until further notice.
- Please prioritize essential projects and operations only.

We understand that these measures may impact your departments significantly, but it is crucial that we work together to navigate this challenging period. Please reach out to my office if you have any questions or need further clarification.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]