

Inventory Obsolescence Policy Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you about our updated inventory obsolescence policy, which is designed to ensure that our inventory management processes remain effective and efficient. As part of our commitment to maintaining optimal inventory levels and minimizing losses from obsolete stock, we have established the following guidelines:

- Regular review of inventory turnover rates.
- Identification of slow-moving and obsolete items every [insert timeframe].
- Implementation of corrective actions for items deemed obsolete, including potential write-offs or discounts.
- Communication and training for relevant staff on inventory management best practices.

It is essential that all team members remain vigilant and proactive in addressing potential obsolescence issues to maintain the overall health of our inventory.

If you have any questions or require further clarification regarding this policy, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]