

Stocktaking Process Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Year-End Stocktaking Process

Dear [Recipient's Name],

As we approach the end of the financial year, it is time to initiate our annual stocktaking process. This is an essential procedure to ensure the accuracy of our inventory records and to prepare for the upcoming audit.

The stocktaking process will commence on [Insert Start Date] and is expected to conclude by [Insert End Date]. All team members are required to adhere to the following schedule:

- Preparation Phase: [Insert Date]
- Physical Count: [Insert Date]
- Reconciliation: [Insert Date]
- Reporting: [Insert Date]

Please ensure that all inventory items are properly organized and accessible for the physical count. Additionally, any discrepancies observed during the process should be documented and reported immediately.

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

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]