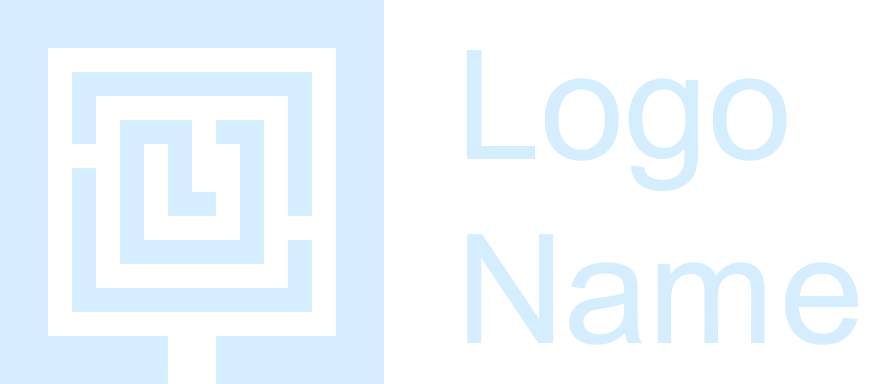
|  |  |
| --- | --- |
| Company Name Street Address  City, ST ZIP Code | Phone: 555 555 0125 E-mail: E-mail address |

|  |  |
| --- | --- |
| 1 December 2020Name of the RecipientTitle Here |  |
| The company's recent financial report has revealed that there has been a significant increase in our overhead expenditure. Taking into consideration the data and figures presented in this report, ABC Corporation has decided to take some important cost-cutting measures. As a result, some of the company's policies have been revised. All employees are requested to go through the attached copy of the new policies.  A summary of the main changes is presented below.   * Employees are no longer authorized to use the office landline for personal calls. * The annual family picnic will be replaced with an annual dinner for employees in order to save traveling cost. * Official trips must be planned and confirmed at least 1 month in advance in order to avoid the high last-minute booking charges. * All memos, official letters, and notices must be circulated in the form of email messages in order to save the cost of paper and printing. * Supervisors should ensure that office stationary is not misused by their subordinates. Employees are not allowed to take stationery items to the home.   All employees must abide by the new rules. The company needs the cooperation of the entire staff in order to overcome this challenge. The small changes made in the old policies are going to make a noticeable difference. The company does not want to resort to drastic measures such as downsizing, cutting down salaries and holding back increments. Therefore, it is requested that all employees play their part with responsibility towards the reduction of our overall expenditure.  In case anyone has any questions or concerns about these changes, kindly contact the admin staff during office hours. We also look forward to more suggestions regarding this matter and welcome your ideas.  Thank you for your cooperation. | |

doxhub.org