

Informal Team Communication

Subject: Quick Stock Check Results

Hey Team!

Just finished the weekly stock count - here's what we've got:

Current Status:

- High stock: Paper supplies, cleaning materials
- Medium stock: Office equipment, stationary
- Low stock: Printer cartridges (need reorder ASAP!)
- Out of stock: Coffee pods (emergency!)

Action items:

â€ Sarah - please order cartridges by Friday

â€ Mike - coffee emergency needs immediate attention

â€ Team - let's be mindful of paper usage this week

Overall, we're in good shape for the month. Great job everyone on maintaining accuracy!

Any questions? Shoot me a message.

Cheers,

[Your Name]

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