

Directive Letter for Budget Reduction Measures

Subject: Implementation of Budget Reduction Strategies

Dear Department Heads,

In light of the company's cost optimization strategy, this directive requires all departments to reduce operational expenses by 10% for the next fiscal quarter. The reduction should not impact essential services or employee welfare.

Please submit revised departmental budgets to the finance office by Friday, October 18. Include justifications for any critical expenses that cannot be reduced. The finance department will review and approve all revisions.

We count on your cooperation to ensure financial stability during this adjustment period. Let's continue working efficiently and responsibly.

Sincerely,

[Your Name]

Chief Financial Officer

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