

Dear Team,

We are excited to announce that our hotel will be undergoing an expansion to better serve our guests and enhance our facilities.

This expansion will include the addition of new guest rooms, an upgraded conference center, and new dining options.

We believe that this growth will not only improve the guest experience but also provide more opportunities for our team members.

The construction is set to begin on [Start Date] and is expected to be completed by [End Date]. We will keep everyone updated on the progress and any potential impacts on our daily operations.

Thank you for your continued dedication and hard work. Together, we will make this expansion a success!

Best regards,
[Your Name]
[Your Position]