

Acknowledgment of Desk Relocation Completion

Date: [Insert Date]

To: [Employee Name]

Subject: Acknowledgment of Desk Relocation Completion

Dear [Employee Name],

We would like to formally acknowledge the successful completion of your desk relocation as of [Relocation Date]. Your new workspace has been set up according to your preferences, and we hope it meets your expectations.

If you encounter any issues or require further adjustments, please do not hesitate to let us know.

Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]