

Desk Relocation Announcement

Dear Team,

We are writing to inform you that the office will be undergoing a desk relocation effective **[Date]**. This move is part of our effort to create a more collaborative and efficient workspace.

Below are the details regarding the desk relocation:

- **New Locations:**
- [Department A]: [New Location]
- [Department B]: [New Location]
- [Department C]: [New Location]

We expect the relocation process to be completed by **[Completion Date]**. Please ensure that all personal items are packed and ready to move by **[Packing Deadline]**.

If you have any questions or concerns regarding the relocation, please feel free to reach out.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]