

Desk Move Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Confirmation of Desk Move

Dear [Employee's Name],

We would like to confirm that your desk move to [New Desk Location] has been scheduled for [Date of Move]. Your new workspace will provide a more collaborative environment and enhance your productivity.

Please ensure that all personal belongings are moved by [Time], and if you require any assistance during the relocation, do not hesitate to reach out.

Thank you for your cooperation.

Best Regards,

[Manager's Name]

[Manager's Position]

[Company Name]