

Desk Relocation Schedule Notification

Dear Team,

We would like to inform you about the upcoming desk relocation scheduled for **[Date]**. This relocation is part of our efforts to optimize our workspace.

Relocation Schedule:

- **Time:** [Start Time] - [End Time]
- **Location:** [Current Location] to [New Location]

Please ensure that you have cleared your desks and packed your personal items by **[Deadline]**. If you have any questions or concerns, feel free to reach out to **[Contact Person]**.

Thank you for your cooperation!

Sincerely,
[Your Name]
[Your Position]