

Desk Relocation Training Details

Dear Team,

We are pleased to inform you about the upcoming Desk Relocation Training program scheduled for **[Date]**. The training will cover the following details:

- **Time:** [Start Time] - [End Time]
- **Location:** [Training Room/Location]
- **Agenda:**
 - Overview of Desk Relocation Process
 - Safety Protocols
 - Proper Packing Techniques
 - Post-Move Setup Guidelines
- **Please bring:** Any materials you may need for the move and your company ID.

We highly encourage everyone to attend, as this training will ensure a smooth transition during the relocation. Should you have any questions, please feel free to reach out.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]