

Desk Relocation Guidelines

Dear Team,

As we prepare for the upcoming desk relocation, please adhere to the following guidelines to ensure a smooth transition:

1. **Clear Personal Items:** Remove all personal items from your desk by [date].
2. **Organize Documents:** Sort and organize any necessary documents. Discard what is no longer needed.
3. **Label Boxes:** Use labeled boxes for transportation of your items. Please write your name and the new desk number on each box.
4. **Check Technology:** Disconnect and label all electronic devices to facilitate setup at your new desk.
5. **Follow Scheduled Time:** Adhere to the scheduled relocation time assigned to you.

We appreciate your cooperation in making this relocation effort efficient. Should you have any questions, feel free to reach out to [contact person].

Thank you!

Sincerely,
[Your Name]
[Your Position]