

# Notice of Desk Relocation

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

We would like to inform you that due to [reason for relocation, e.g., company restructuring, space optimization], your desk will be relocated to a new location effective [effective date].

Your new desk location will be: [New Desk Location/Number].

Please ensure that all your personal items are moved by [move deadline]. If you require any assistance during this transition, feel free to reach out to [HR/Manager Name] at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]