

# Policy Update on Desk Relocation

Date: [Insert Date]

To: All Employees

From: [Your Name/Department]

Dear Team,

We are writing to inform you of an update to our desk relocation policy that will take effect on [Effective Date]. This update aims to improve our workspace efficiency and enhance collaboration across departments.

The key changes include:

- All employees will have designated desks based on departmental needs.
- Flexible work arrangements will be available for those who qualify.
- A schedule for desk assignments will be provided in advance.

We encourage everyone to review the updated policy in detail and participate in our upcoming Q&A session on [Date and Time]. Your feedback is important to us and will help us in making these transitions smoother.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]