

# Notification of Proposed Seating Arrangement Approval

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

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Dear [Recipient's Name],

We are pleased to inform you that your proposed seating arrangement has been approved. The new arrangement will be implemented starting [Insert Implementation Date].

Please ensure that all necessary adjustments are made prior to this date to facilitate a smooth transition.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]