

Important Announcement: Store Layout Alterations

Dear Team,

We are excited to inform you that starting from **[Start Date]**, our store will undergo a series of alterations to improve the shopping experience and enhance product visibility. The modifications are expected to be completed by **[End Date]**.

Key Changes Include:

- Rearranging the layout of the merchandise displays to create a more open and inviting atmosphere.
- Improving signage for better navigation and product discovery.
- Introducing new sections for specific product categories.

Important Dates:

* Start of Works: **[Start Date]**

* Estimated Completion: **[End Date]**

Impact on Operations:

During the alterations, there may be temporary disruptions in certain sections of the store. We appreciate your patience and cooperation as we make these improvements.

Feedback:

We value your input! Please share any suggestions or concerns regarding the layout changes with your manager.

Thank you for your understanding and support as we work towards creating a better shopping environment.

Best Regards,

[Your Name]
[Your Position]
[Company Name]