

Notice of Store Floor Plan Modifications

Date: [Insert Date]

To: [Store Staff/Management]

Dear Team,

We would like to inform you that there will be modifications to the store floor plan effective [Insert Effective Date]. These changes are aimed at improving customer flow and enhancing the shopping experience.

Details of the Modifications:

- New product display areas will be created in [Insert Locations].
- Checkout counters will be relocated to [Insert Locations].
- Customer service area will be expanded to include [Insert Details].

Please ensure to familiarize yourself with the updated layout and assist customers as needed during the transition. A detailed floor plan will be distributed shortly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Store Name]