

Memo

To: All Staff

From: [Your Name]

Date: [Date]

Subject: Adjusted Parking Procedures

Dear Team,

In light of recent developments, we are implementing adjusted parking procedures to ensure the safety and convenience of all employees. Please take note of the following changes, effective [Effective Date]:

- All vehicles must display a valid parking permit at all times.
- Parking spots are now designated by department; please refer to the attached map for details.
- Carpool parking spots have been increased; any employee interested in participating should contact HR.
- Additional surveillance will be in place to monitor and manage parking compliance.

We appreciate your understanding and cooperation as we make these adjustments. Should you have any questions or concerns, feel free to reach out to the Facilities Management team.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]