

Memorandum

To: All Staff

From: [Your Name] - [Your Position]

Date: [Insert Date]

Subject: Updates to Store Floor Plan

Dear Team,

This memorandum serves to inform you about recent updates to our store floor plan aimed at enhancing customer experience and improving overall efficiency.

Key Changes:

- Rearrangement of product displays for better visibility.
- New designated areas for promotions and seasonal items.
- Expanded aisle space to accommodate increased foot traffic.

These changes will take effect on [Effective Date]. We appreciate your cooperation and support in implementing these updates. Please feel free to reach out if you have any questions or suggestions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]