

# Notification of Store Spatial Reorganization

Dear [Employee/Team Name],

We hope this message finds you well. We are writing to inform you that our store will undergo a spatial reorganization starting from [start date] and expected to conclude by [end date]. This initiative aims to enhance our operational efficiency and improve the shopping experience for our customers.

Key details of the reorganization are as follows:

- **Motivation:** [Briefly explain reason for reorganization]
- **New Layout:** [Describe the new layout changes]
- **Timeline:** [Specify timeline for implementation]
- **Impact:** [Discuss any expected changes for employees]

Please be assured that we will provide all the necessary support during this transition. We appreciate your cooperation and understanding as we work to make these improvements.

If you have any questions or concerns regarding this reorganization, feel free to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Store/Company Name]