

Carpet Replacement Notice

Date: [Insert Date]

To: All Employees

From: [Your Name] [Your Position] [Company Name]

Dear Team,

We would like to inform you that the carpeting in our office space will be replaced starting on [Start Date] and is expected to be completed by [End Date]. This decision has been made to enhance the aesthetics and comfort of our workplace.

Please be aware that there may be some noise and inconvenience during this period. We appreciate your patience and understanding as we undergo this necessary improvement.

We encourage you to remove any personal items from the floor before the replacement begins. If you have any questions or concerns, please feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your cooperation.

Sincerely,

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