To

[The Staff]

This is to inform you that the office is going to undergo a renovation project starting from (Date). The floors that are going to be upgraded include floor 7, floor 10, and floor 11. The company wishes to bring some positive changes to the workspace to facilitate the employees to work more diligently.

However, during the renovation period, the mentioned floors will be closed. At the same time, the elevators and stairwells to the affected floors will also be closed for the purpose of safety. Employees are requested to use floor 5 in the meanwhile. The said floor has been adjusted to accommodate extra employees temporarily. You will be provided with all facilities required for your job.

Please note that any inconvenience encountered during the renovation period will only be temporary. The company will appreciate your cooperation and understanding during this time.

Kindly contact the XYZ department for queries and to receive updates about the progress of the renovation.

Sincerely,

[Supervisor Name]  
[Department Name]