To

[The Staff]

We are excited to announce that our office building will be undergoing some renovation to make the workspace more comfortable for our employees.

The major changes will include upgrading the central ventilation system, enhancing the lighting system, and creating of a staff lounge. The project will commence next Monday, 24th August. It is expected to take a month for the entire renovation process to be complete. During this time, the employees should be prepared to face minor inconveniences. Please be prepared beforehand and make adjustments accordingly.

We encourage all employees to continue working despite the disruptions. You may work from home or shift to floor 15. The decision is left to the discretion of respective supervisors.

We are open to your queries and concerns regarding the renovation process. Please feel free to reach Mr. XYZ from HR for your questions.

The company would appreciate your cooperation while you face any inconvenience due to the renovation project.

Sincerely,

[Supervisor Name]  
[Department Name]