

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notification of Alternative Parking Reassignment

Dear [Employee Name],

We are writing to inform you that your current parking assignment at [Current Parking Lot/Location Name] will be changed effective [Effective Date].

Due to [Reason for Change, e.g., construction, facility maintenance, or policy updates], you have been reassigned to the following alternative parking location:

New Parking Location: [Insert Name of New Lot/Garage]

Space Number (if applicable): [Insert Space Number]

Access Method: [Insert Access Method, e.g., Keycard, Hangtag, or License Plate Recognition]

Please ensure that you vacate your current parking spot by [End Date]. Starting [Start Date], please use the new designated area. A map of the new location is [attached/available at the HR portal].

If you have any questions regarding this reassignment or require special accommodations, please contact the Facilities Department at [Phone Number] or [Email Address].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]