

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Permanent Parking Space Reallocation

Dear [Employee Name],

This letter serves as formal notification regarding a permanent change to your assigned parking space at [Facility Name].

Due to [Reason for change, e.g., facility restructuring, construction, or policy updates], the parking assignments for our facility have been reorganized. Effective [Effective Date], your current parking assignment in **Space #[Current Space Number]** will be deactivated.

Your new permanent parking assignment is as follows:

- **New Space Number:** [New Space Number]
- **Location/Level:** [Location Details]
- **Effective Date:** [Date]

Please ensure that your vehicle is moved to the new location by the effective date mentioned above. If your vehicle requires a new physical permit or sticker, please visit the [Facility Management/Security] office before [Date] to collect it.

All other parking regulations and facility policies remain in effect. Failure to relocate your vehicle by the deadline may result in [Consequence, e.g., towing or fines].

If you have any questions regarding this reallocation, please contact [Department Name] at [Phone Number/Email].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]