**IT SOLUTIONS LIMITED**

**INTERNAL MEMO**

**FROM:** ADMINISTRATION MANAGER **DATE:** 12TH DECEMBER 2019

**TO:** NEW TEAM MEMBERS **REF:** ITSL/SM/IM

**SUBJECT: MOVING TO NEW OFFICE LOCATION**

This is to inform you that you will be moving to a new office location. You are hereby expected to choose a date between 9th and 16th November. Once you have settled on a date, you are expected to do the following:

1. Cover fragile items such as glass, plaques and glass sculptures with foam pads. Handle the glass with caution and avoid having the movers do the movement as it will force the cost center to do the replacement.
2. Pack up the filing cabinets and you will move them yourself.
3. Indicate the delivery locations for cork boards, white boards and cabinets on the movement map.
4. Include label for your name on your office items such as docking stations, monitors, desk phones, monitors, tables, ergonomic chairs and desks
5. Remove old labels on the recycled boxes or cross out to avoid confusion

For ease of movement, we will send tape, boxes move map and labels 4 or 5 days prior to your movement date. Please inform me if the timeframe is favorable to have enough to have all your belongings packed and inform me if you have and ergonomic or desk or chair you want moved. In addition, if you are moving an equipment from the current to the new team, kindly inform me. Remember the company policy gives you the liberty to move your workstation or laptop to your new workstation. However, your new workstation will have monitors and peripherals. Please check with the administration and let me know the office equipment you will be carrying along.

The movers are likely to arrive between 4pm and midnight of the date you choose. It is thus paramount everything should be ready by that time.

Thank You.

Robert Shaw

Administration Manager