

TO: All Tenants and Employees

FROM: Property Management / Facilities Department

DATE: [Insert Date]

SUBJECT: Notice of Scheduled Pest Control Treatment

Dear Occupants,

Please be advised that a professional pest control service is scheduled for the office premises on:

Date: [Insert Date of Service]

Time: [Insert Time of Service]

To ensure the treatment is effective, we request that all staff perform the following preparations before leaving the office on the day of service:

- **Clear Desks:** Remove all loose papers, files, and personal items from the surface of desks.
- **Food Storage:** Ensure all food items are stored in sealed containers or refrigerated. Do not leave any food out overnight.
- **Waste Removal:** Empty all individual trash cans and communal kitchen bins.
- **Clear Perimeter:** Move boxes, bags, or items stored on the floor away from the walls to allow access to baseboards.
- **Kitchen Areas:** Clear all countertops and remove items from under sinks.

The products used are approved for commercial office environments; however, if you have specific health sensitivities, please notify management in advance.

Normal office operations may resume on [Insert Return Date/Time].

Thank you for your cooperation.

Sincerely,

[Your Name/Title]

[Company Name]