



Hot Desking Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our onboarding process, we want to ensure that you are familiar with our Hot Desking Policy.

Hot desking is a flexible seating arrangement where employees do not have assigned desks and instead choose where to sit each day. This policy promotes collaboration, flexibility, and efficiency in the workplace.

Key points of our Hot Desking Policy include:

- Employees are encouraged to clean and sanitize their workspace before and after use.
- Personal items should be stored in designated lockers or storage areas.
- Respect your colleagues by keeping noise levels to a minimum and maintaining a tidy workspace.
- Any technical issues with equipment or seating arrangements should be reported to the IT department immediately.

For more information on hot desking and its benefits, please refer to this article from the Society for Human Resource Management: [\[link\]](#)

If you have any questions or concerns about our Hot Desking Policy, please do not hesitate to reach out to our HR team. We are here to support you as you settle into your new role.

We look forward to working with you and hope you have a successful and fulfilling experience at our organization.

Best regards,

[Your Company Name] HR Team

