

# Office Relocation Memorandum

Date: [Insert Date]

To: All Employees

From: [Your Name/Your Position]

Subject: Office Relocation Announcement

Dear Team,

We are excited to announce that our company will be relocating to a new office. Effective [Insert Move Date], our new address will be:

**[New Office Address]**

This move is a part of our continued growth and commitment to providing a better work environment for our team. The new office space offers [mention any advantages such as more space, better facilities, etc.].

Please note the following important details regarding the relocation:

- Last working day at current location: [Insert Date]
- Moving day: [Insert Date]
- Plan for remote working or work adjustments during the move: [Provide details]

If you have any questions or concerns regarding the move, please feel free to reach out to me directly.

Thank you for your cooperation and support during this transition.

Best regards,

[Your Name]

[Your Position]