

Office Relocation Notification

Date: [Insert Date]

Dear Team,

We are excited to announce that our office will be relocating to a new location effective [Insert Move Date]. This move is part of our ongoing efforts to enhance our work environment and accommodate our growing team.

New Address:

[Insert New Address]

Please note that our last working day at the current office will be [Insert Last Day at Old Office]. We will begin our move on [Insert Move Day], and we anticipate being fully operational at the new location by [Insert Opening Date].

More details regarding the moving process and any changes to our regular operations will be provided in the coming weeks. We appreciate your cooperation and understanding during this transition.

If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department.

Thank you for your continued support!

Best regards,

[Your Name]

[Your Position]