

Important Office Relocation Announcement

Dear Team,

We are excited to announce that our office will be relocating to a new location effective from [Date]. The new address will be:

[New Address]

This move is a significant step for our growth, and we believe this new space will better serve our team and clients.

Please note the following important details:

- Moving Date: [Date]
- All operations will cease on [Date] and resume in the new location on [Date].
- Transportation arrangements for employees will be made, please check with HR for details.

We appreciate your cooperation during this transition and look forward to welcoming you to our new office.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]