

# Division Move Alert

Dear Team,

We are writing to inform you that our division will be moving to a new location effective [Date]. Please find the details below:

## **New Address:**

[New Address]

## **Timeline:**

The move will take place over the weekend of [Move Dates], and we anticipate being fully operational in the new space by [Operational Date].

## **Action Required:**

We ask all team members to start packing their personal belongings no later than [Packing Deadline]. More specific instructions about the moving process will follow.

## **Contact Person:**

If you have any questions or concerns regarding the move, please reach out to [Contact Name] at [Contact Email/Phone Number].

Thank you for your cooperation during this transition. We look forward to settling into our new space!

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]