

Employee Moving Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about my upcoming move to a new location.

Effective [Move Date], I will be relocating to:

[New Address]

As such, please update your records accordingly. My phone number and email address will remain the same, so you can continue to reach me directly.

Thank you for your understanding. Please let me know if you need any further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]