

# Employee Relocation Announcement

Dear Team,

We are pleased to announce that **[Employee Name]**, currently our **[Current Position]**, will be relocating to **[New Location]** effective **[Relocation Date]**.

This move is part of our ongoing efforts to enhance our operational capabilities and better serve our clients in that region.

Please join us in congratulating **[Employee Name]** on this exciting opportunity.

Thank you for your support.

Sincerely,

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