

Team Relocation Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Confirmation of Team Relocation

Dear [Employee's Name],

We are pleased to confirm that our team will be relocating to [New Location] effective [Relocation Date]. This decision has been made to enhance our operations and provide a better work environment for our team.

Please find below the key details regarding the relocation:

- **Relocation Date:** [Insert Date]
- **New Address:** [Insert New Address]
- **Contact Information:** [Insert Contact Information]

We understand that this transition may come with challenges, and we are committed to providing support throughout the process. Should you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your understanding and cooperation. We look forward to this new chapter in our team's journey.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]