

# Important Announcement: Workforce Relocation

Dear Team,

We are writing to inform you about an upcoming relocation of our workforce. This decision has been made to enhance our operational efficiency and provide better opportunities for collaboration.

## Relocation Details:

- **New Location:** 1234 Business Park Ave, City, State, Zip
- **Effective Date:** January 15, 2024
- **Transportation Support:** We will provide assistance for relocation expenses.

We understand that changes like these can be challenging, and we are committed to making this transition as smooth as possible. Please do not hesitate to reach out with any questions or concerns.

Thank you for your understanding and support during this time of change.

Sincerely,

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