

Internal Memo

To: All Staff

From: [Your Name], [Your Position]

Date: [Insert Date]

Subject: Grand Opening of Our New Satellite Office

Dear Team,

We are excited to announce the grand opening of our new satellite office located at [Insert Address]. This expansion reflects our commitment to [Briefly Explain Purpose or Goal of New Location].

We invite you to join us on [Insert Date and Time] for a special opening ceremony. There will be refreshments, a tour of the new facilities, and a chance to meet the team members who will be working there.

Your support and participation are essential as we embark on this new journey. Please RSVP by [Insert RSVP Date] so we can prepare accordingly.

Thank you for your continued hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]