

Office Moving Notification

Date: [Insert Date]

To All Staff,

We are writing to inform you that the Board Director's office will be moving to a new location effective [Insert Move Date]. The new address will be:

[Insert New Address]

Our phone number and email addresses will remain the same. We appreciate your understanding during this transition and look forward to continuing our work from our new office space.

If you have any questions or concerns, please feel free to reach out to us.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]