

# Director's Office Relocation Notice

Date: [Insert Date]

To all staff,

We are pleased to announce that the Director's office will be relocating to a new space. Below are the details of the relocation:

## **New Office Location:**

[Insert New Address]

## **Relocation Date:**

[Insert Date]

## **Contact Information:**

[Insert New Phone Number and Email Address]

Please ensure that any necessary updates to records or correspondence are made following this change. Thank you for your cooperation during this transition.

Best regards,

[Your Name]

[Your Position]

[Your Organization]