

# Official Announcement

Date: [Insert Date]

To: All Staff

Subject: Announcement of Board Office Shift

Dear Team,

We are writing to inform you that the board office will be shifting to a new location effective [Insert Date]. The new address will be:

**[Insert New Address]**

This move is part of our ongoing efforts to enhance our operational capabilities and provide a better working environment for our team. We believe that the new location will serve us better in achieving our organizational goals.

Please update your records accordingly and feel free to reach out to [Insert Contact Name] at [Insert Contact Email/Phone] should you have any questions regarding this transition.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]