

Relocation Notice

Date: [Insert Date]

To: [Executive Board Members]

From: [Your Name]

Subject: Notice of Relocation

Dear Executive Board Members,

I hope this message finds you well. I am writing to formally notify you of my upcoming relocation, effective [Insert Relocation Date]. The new address will be [Insert New Address].

This move is essential for [brief reason for relocation, if appropriate]. I assure you that I will maintain my commitment to my responsibilities during this transition period.

Please feel free to reach out should you have any questions or need further information regarding my relocation.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]