

Notification of Changes in Workplace Contact Details

Date: [Insert Date]

To: All Employees

From: [Your Name]
[Your Position]
[Company Name]

Dear Team,

We would like to inform you that there have been changes in our workplace contact details effective from [effective date]. Please take note of the following updates:

- **New Office Address:** [Insert New Address]
- **New Phone Number:** [Insert New Phone Number]
- **New Email Address:** [Insert New Email Address]

If you have any questions or need further information, please feel free to reach out to us at the new contact details provided.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Your Contact Information]