

Company Name - Corporate Move Announcement

Date: [Insert Date]

Dear Team,

We are excited to announce that [Company Name] will be moving to a new location effective [Move Date]. This change reflects our growth and commitment to providing a better working environment for our employees.

Our new address will be:

[New Address]

We believe that this new space will better accommodate our team and foster collaboration. Further details regarding the moving logistics will be shared in the coming weeks.

Thank you for your understanding and support during this transition. If you have any questions, please feel free to reach out to [Contact Person/Department].

Best regards,

[Your Name]

[Your Position]

[Company Name]