

# Team Relocation Announcement

Dear Team,

We are excited to inform you that our team will be relocating to a new office space located at:

*123 New Location St.  
City, State, ZIP Code*

The move is scheduled for **January 15, 2024**. We anticipate that this transition will provide us with a more collaborative and dynamic working environment.

## Key Details:

- **Moving Date:** January 15, 2024
- **New Address:** 123 New Location St., City, State, ZIP Code
- **Parking Information:** Parking will be available on-site.
- **Contact Person:** Jane Doe, Email: jane.doe@example.com

Please feel free to reach out if you have any questions or concerns regarding the relocation. We appreciate your cooperation during this exciting time!

Best,

**The Management Team**