

New Business Location Notification

Dear Team,

We are excited to inform you that our business will be relocating to a new office space effective [Effective Date]. The new address will be:

[New Address]

This move is a strategic decision to accommodate our growth and enhance our work environment. We believe that the new location will provide better facilities and improved accessibility for all employees.

All employees are expected to report to the new location starting from [Effective Date]. Please make necessary arrangements for your commute.

Should you have any questions or concerns regarding the relocation, feel free to reach out to your manager or the HR department.

Thank you for your continued hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Company Name]