

# Office Move Notification

Dear Team,

We are excited to inform you that our office will be moving to a new location effective **[Date]**. The new address will be:

**[New Address]**  
[City, State, Zip Code]

This move is a significant step for our growth and will provide us with a modern work environment that supports collaboration and productivity. We appreciate your cooperation during this transition.

Please take note of the following important dates:

- **[Moving Date]**: Last day in the current office.
- **[Start Date]**: First day in the new office.

If you have any questions or concerns regarding the move, please feel free to reach out to **[Contact Person]** at **[Contact Email]**.

Thank you for your understanding and support as we embark on this new journey!

Best regards,

**[Your Name]**  
[Your Position]  
[Company Name]