

Employee Relocation Announcement

Dear Team,

We are writing to inform you that **[Employee Name]** will be relocating to **[New Location]** as of **[Relocation Date]**. This change is a part of our ongoing efforts to better serve our clients and support our business objectives.

[Employee Name] has been a valuable member of our team, contributing significantly to our projects and representing our company with professionalism and dedication. We are confident that this relocation will provide new opportunities for growth and success.

Please join us in supporting **[Employee Name]** during this transition. We will be hosting a farewell gathering on **[Date of Gathering]** to celebrate their contributions and wish them well.

Thank you for your understanding and cooperation.

Best regards,
[Your Name]
[Your Position]
[Company Name]