

Team Relocation Notice

Date: [Insert Date]

Dear Team,

We are excited to announce that our team will be relocating to a new office space. Below are the details regarding the move:

Relocation Details

- **New Address:** [Insert New Address]
- **Moving Date:** [Insert Moving Date]
- **Office Hours:** [Insert New Office Hours]

Please note that the last working day at our current location will be [Insert Last Working Day]. We will provide further information regarding the logistics of the move as the date approaches.

Thank you for your cooperation and understanding during this transition.

Best Regards,

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