

Important Announcement: Business Premises Relocation

Dear Team,

We are excited to announce that our company will be relocating to new business premises effective [Date]. This move comes as part of our ongoing efforts to enhance our operations and provide a better work environment for all employees.

The new address will be:

[New Address]

Our new location offers a range of benefits including:

- Improved facilities and amenities
- Better accessibility and transportation options
- A more collaborative and modern workspace

We understand there may be questions or concerns regarding this transition. We will hold an information session on [Date and Time] to discuss the move and answer any queries you may have.

Thank you for your continued support and cooperation during this exciting transition. We look forward to welcoming you to our new office!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]