

Company Relocation Announcement

Dear Team,

We are excited to announce that our company will be relocating to a new facility. This move is part of our ongoing commitment to improve our working environment and enhance our operations.

New Address:

1234 New Location Ave,
City, State, ZIP Code

Effective Date: Month Day, Year

We understand that this may bring changes to your daily commute, and we will provide assistance to ensure a smooth transition. Further details regarding transportation options and moving logistics will be shared in the upcoming weeks.

Thank you for your continued dedication and support during this exciting time. If you have any questions or concerns, please do not hesitate to reach out to your manager.

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