

# Company Relocation Instructions

Date: [Insert Date]

To: All Staff

From: [Your Name] / [Your Position]

Dear Team,

As you may be aware, our company will be relocating to a new office location. This notice serves to provide you with important instructions and information related to the upcoming move.

## New Office Location:

[Insert New Address]

## Moving Timeline:

- Moving Date: [Insert Date]
- Office Packing Start Date: [Insert Date]
- Office Packing End Date: [Insert Date]

## Instructions for Staff:

1. Begin packing your personal items starting [Insert Date]. Please use the boxes provided by the office.
2. Label all boxes with your name and the contents detailed inside.
3. Please ensure you clear your desk and work area by [Insert Date].
4. Contact [Insert Contact Person] for any questions or additional assistance regarding the move.

## Additional Information:

We will hold a Q&A session on [Insert Date] at [Insert Time] to address any questions or concerns regarding the relocation. Please make it a priority to attend.

Thank you for your cooperation during this transition. We appreciate your efforts in making this move as smooth as possible.

Best regards,

[Your Name]  
[Your Position]