

Warehouse Relocation Notification

Date: [Insert Date]

To All Employees,

We are writing to inform you that our warehouse will be relocating to a new facility. This decision has been made to improve our operational efficiency and better serve our customers.

New Location:

[Insert New Address]

Relocation Date:

[Insert Date]

This transition is crucial for our growth, and we appreciate your cooperation during this period. Further information regarding the relocation process, including logistics and employee support, will follow shortly.

If you have any questions or concerns, please feel free to reach out to your supervisor or human resources.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]