

Important Announcement: Distribution Center Relocation

Dear Valued Team Members,

We are excited to inform you that we will be relocating our distribution center to a new facility. This move will allow us to better serve our customers and enhance our operational efficiency.

Relocation Details:

- **New Address:** 1234 New Location Rd, City, State, Zip
- **Relocation Date:** March 1, 2024
- **Impact on Operations:** Distribution operations will resume on March 2, 2024.

We appreciate your cooperation and support during this transition period. If you have any questions or concerns, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your understanding and your continued commitment to our team.

Best regards,

Your Company Name
Management Team