

Important Update: Distribution Center Relocation

Dear Team,

We are reaching out to inform you about the upcoming relocation of our distribution center. This decision comes as part of our ongoing efforts to improve operational efficiency and better serve our customers.

Key Details:

- **New Location:** 1234 New Distribution Way, City, State
- **Relocation Date:** January 15, 2024
- **Estimated Transition Period:** 2 weeks

During this transition, we are committed to keeping all operations running smoothly and ensuring that there is minimal disruption. We appreciate your support and flexibility as we embark on this important move.

More information will be provided in the upcoming weeks, including details about relocation assistance for affected employees.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]