

Dear Team,

We are excited to announce that our office will be moving to a new location effective [**Move Date**].

New Office Details:

Address: [New Office Address]

Phone Number: [New Phone Number]

Important Dates:

- **Moving Date:** [Date]
- **First Day at New Office:** [Date]

Please ensure that your personal items and any necessary documents are packed by [**Packing Deadline**].

If you have any questions or require assistance during this transition, feel free to reach out to your manager or the HR department.

Thank you for your cooperation and support!

Best Regards,

[Your Name]
[Your Position]
[Company Name]