

Office Facility Relocation Memo

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Office Facility Relocation Announcement

Dear Team,

We are excited to announce that our office will be relocating to a new facility. This move is part of our ongoing efforts to provide a better work environment and support our growth.

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

The relocation will take place on [Insert Relocation Date]. We expect to be fully operational in the new space by [Insert Resumption Date].

More information about the moving process and the new office layout will be shared in the coming weeks. In the meantime, please feel free to reach out if you have any questions or concerns.

Thank you for your cooperation and support during this transition.

Best regards,

[Your Name]

[Your Position]