

Office Space Relocation Notification

Dear Team,

We are excited to announce that our office will be relocating to a new space as part of our growth and development strategy. The new address will be:

[New Office Address]

The moving date is scheduled for **[Moving Date]**. We believe this new location will provide us with better resources and a more collaborative environment.

Please take note of the following important details:

- The last working day at our current location will be **[Last Day at Current Location]**.
- All employees are expected to be at the new office by **[Start Date at New Office]**.
- Further instructions regarding the moving process will be shared shortly.

Thank you for your understanding and cooperation during this transition. We are looking forward to welcoming you to our new office!

Best regards,

[Your Name]

[Your Position]

[Company Name]