

Team Member Relocation Update

Dear Team,

We are writing to inform you that **[Team Member's Name]** will be relocating to **[New Location]** effective **[Relocation Date]**.

The decision for this move is aimed at enhancing our team's effectiveness and ensuring better alignment with our project goals. **[Team Member's Name]** will continue to work in their current role and will remain available via **[Contact Information]**.

We appreciate your understanding and support during this transition period. If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your attention.

Best regards,

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