

Office Transition Timeline

Dear Team,

As we prepare for our upcoming office transition, please find below the timeline that outlines key dates and activities. It is important that everyone is aware of these changes to ensure a smooth transition.

Transition Timeline

- **January 10, 2024:** Announcement of the new office location.
- **January 15, 2024:** Staff meeting to discuss transition details.
- **January 30, 2024:** Final walkthrough of the current office.
- **February 5-7, 2024:** Packing and moving of office furniture and supplies.
- **February 10, 2024:** Setup of the new office space.
- **February 12, 2024:** Official move-in date.
- **February 15, 2024:** Office opening celebration.

Please mark these dates in your calendar. If you have any questions or concerns regarding the transition, feel free to reach out to your manager.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Company Name]