

Office Relocation Notification

Dear Team,

We are excited to inform you that our office will be relocating to a new space on **[Relocation Date]**. The new address will be:

[New Office Address]

For our remote workers, please note the following important details:

- **Transition Period:** The relocation process will begin on **[Start Date]** and is expected to complete by **[End Date]**.
- **Remote Work:** During the transition, you will continue to work remotely with no interruptions to your projects.
- **Access to Resources:** All necessary online tools and resources will remain available to you throughout the move.
- **Future Meetings:** Virtual meetings will be scheduled to accommodate the relocation process.

If you have any questions or concerns regarding the office relocation, please do not hesitate to reach out to **[Contact Person]** at **[Contact Email]**.

Thank you for your understanding and flexibility during this transition.

Best regards,
[Your Name]
[Your Position]
[Company Name]