

# Office Transition Notification

Dear Stakeholders,

We are excited to announce that our office will be transitioning to a new location. Below are the details regarding the transition:

## New Office Location:

*123 New Avenue,  
Suite 456,  
City, State, ZIP Code*

## Effective Date:

October 1, 2023

## Transition Schedule:

- September 25-29, 2023: Packing and moving preparations
- October 1, 2023: New office officially opens

## Contact Information:

If you have any questions or concerns regarding the transition, please reach out to us at:

**Email:** [transition@company.com](mailto:transition@company.com)

**Phone:** (123) 456-7890

Thank you for your continued support during this transition. We look forward to welcoming you to our new office!

Best regards,  
The Management Team