

Corporate Relocation Update

Dear [Employee's Name],

We are writing to inform you about an important update regarding our corporate relocation. As part of our strategy to enhance our services and improve operational efficiency, we will be relocating to a new office location.

New Address:

[New Address]

[City, State, Zip Code]

Relocation Date:

[Relocation Date]

We understand that this may raise some questions or concerns. We are committed to making this transition as smooth as possible and will provide support throughout the process. Please feel free to reach out to your manager or the HR team if you have any inquiries.

Thank you for your continued dedication and support during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]