

Department Relocation Advice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Department Relocation Notification

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about the upcoming relocation of the [Department Name] to a new office location. This move is part of our ongoing efforts to enhance our working environment and improve overall efficiency.

The new office address will be:

[New Office Address]

Moving Date: [Insert Moving Date]

Please be assured that we are doing everything possible to make this transition as smooth as possible. We will provide further information regarding the moving process, including timelines and logistics.

If you have any questions or concerns regarding this relocation, please do not hesitate to reach out.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]