

Office Move Notification

Dear [Employee/Team],

We are excited to inform you that our office will be moving to a new location! This move is part of our ongoing effort to provide a better working environment and enhance our team's capabilities.

New Office Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

Moving Date: [Moving Date]

Please note that there may be some disruption during the moving process, but we will do our best to keep it minimal. More details regarding the move and any necessary arrangements will be shared in the coming weeks.

If you have any questions or concerns, please feel free to reach out to [Contact Person] at [Contact Email].

Thank you for your understanding and support during this transition!

Sincerely,

[Your Name]

[Your Position]

[Company Name]