

Notice of Office Relocation

Dear Staff,

We are excited to announce that our office will be moving to a new location. This move is part of our continuous effort to provide a better working environment for all employees.

New Office Address:

123 New Avenue,
City, State, ZIP Code

Moving Date: [Insert moving date]

We appreciate your cooperation during this transition. Please ensure that all personal belongings are packed by [Insert deadline date] to facilitate a smooth move.

If you have any questions or concerns regarding the move, please feel free to reach out to your manager or the HR department.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]