

Employee Relocation Announcement

Dear Team,

We are writing to inform you about a significant change in our operations as part of our ongoing efforts to implement cost-saving measures. Effective [Date], we will be relocating [Department/Team/Specific Role] to [New Location].

This decision was not made lightly, and it comes after thorough analysis of our operational costs and the potential for greater efficiency in our business practices. We believe that this move will allow us to better position ourselves for future growth.

We are committed to supporting our team members throughout this transition. For those who are affected, we will provide assistance with relocation arrangements and any other support needed during this time.

We appreciate your understanding and cooperation as we navigate this change together. If you have any questions or concerns, please do not hesitate to reach out to your manager or HR.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]