

Employee Relocation Announcement

Dear Team,

We hope this message finds you well. We are writing to inform you of an important update regarding our department structure that will lead to employee relocations.

As part of our ongoing efforts to improve our operational efficiency and better serve our clients, we have made the strategic decision to restructure certain departments. This restructuring will involve relocating some team members to new positions or locations within the company.

The affected employees will receive detailed information about their new roles, the relocation process, and any support we will provide during this transition. We understand that such changes can be challenging, and we are committed to making this process as smooth as possible.

If you have any questions or concerns regarding this announcement, please do not hesitate to reach out to your manager or HR representative.

Thank you for your understanding and continued dedication during this transitional period.

Sincerely,

[Your Name]

[Your Title]

[Company Name]