

# Employee Relocation Announcement

Dear Team,

We would like to inform you that [Employee Name], who has been a valuable member of our team in the position of [Job Title], will be relocating due to family-related reasons.

Effective [Relocation Date], [Employee Name] will be moving to [New Location]. We understand that this is a significant change for [him/her/them] and [his/her/their] family, and we fully support [his/her/their] decision.

During the transition period, please join us in wishing [Employee Name] all the best as [he/she/they] embarks on this new chapter. [Employee Name]'s last day in the office will be on [Last Working Day], and we would like to thank [him/her/them] for [his/her/their] dedicated service and contributions to our team.

If you have any questions or need further information, please feel free to reach out to [Contact Person].

Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]