

Employee Relocation Announcement

Dear Team,

We are excited to announce that **[Employee Name]** will be relocating to **[New Location]** for an international assignment, effective **[Start Date]**.

This new opportunity aligns with our global strategy and will allow **[Employee Name]** to further develop their skills while contributing to our international operations.

Please join us in wishing **[Employee Name]** a successful transition and continued success in this new role.

If you have any questions, feel free to reach out.

Best regards,

[Your Name]
[Your Position]
[Company Name]