

Employee Relocation Announcement

Dear Team,

We are pleased to announce that [Employee Name], our [Employee Position], will be relocating to [New Location] effective [Relocation Date]. This relocation is essential for the ongoing success of the [Project Name] project.

[Employee Name] has been an invaluable part of our team, and we are excited to support their transition. The move is expected to enhance collaboration with the [New Department/Location Team] and further bolster our project objectives.

Please join us in thanking [Employee Name] for their hard work and dedication, and let's ensure a smooth transition for them and the team.

If you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]