

# Employee Relocation Announcement

Dear Team,

We are excited to announce that **[Employee's Name]** has been promoted to **[New Position]** and will be relocating to our **[Location]** office effective **[Start Date]**.

This promotion reflects **[Employee's Name]**'s hard work and commitment to our company's goals. We are confident that they will excel in this new role and continue to drive success at **[New Location]**.

Please join us in congratulating **[Employee's Name]** on this well-deserved promotion and in wishing them all the best in this exciting new chapter.

Best Regards,

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