

Employee Relocation Announcement

Date: [Insert Date]

Dear Team,

We are excited to announce that as part of our regional expansion efforts, [Company Name] will be relocating several of our employees to our new office in [Location]. This strategic move is aimed at enhancing our operational capabilities and better serving our clients in the region.

The following employees will be relocated:

- [Employee Name 1] - [Current Position]
- [Employee Name 2] - [Current Position]
- [Employee Name 3] - [Current Position]

The relocation is scheduled for [Insert Relocation Date]. We understand that moving can be a significant change, and we are committed to providing support throughout the process. Our HR team will be reaching out with details regarding relocation packages and assistance.

We appreciate your understanding and flexibility during this transition. If you have any questions or concerns, please do not hesitate to contact [HR Contact Name] at [HR Contact Email].

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]