

Employee Relocation Communication Plan

Dear Team,

We would like to inform you that [Employee Name] will be relocating to [New Location] effective [Relocation Date]. This move is part of our ongoing commitment to support employee growth and development within the company.

Relocation Details

- **New Position:** [Employee New Position]
- **New Office Address:** [New Office Address]
- **Relocation Support:** [Details about support provided to the employee]

Impact on the Team

During the transition period, [Employee Name] will continue to work with the team remotely to ensure a smooth handover of responsibilities. We appreciate your cooperation and flexibility during this time.

Next Steps

1. All team members are encouraged to reach out to [Employee Name] for any questions or concerns regarding ongoing projects.
2. A team meeting will be scheduled on [Date] to discuss the transition and address any queries.

We are excited for [Employee Name] and wish them all the best in their new role. Thank you for your understanding and support during this transition.

Best Regards,

[Your Name]

[Your Position]

[Company Name]