

Relocation Accommodation Update

Dear Team,

We are pleased to inform you that we have finalized the accommodations for the upcoming relocation. Here are the details:

Accommodation Information

- **Address:** 123 New Street, City, State, Zip Code
- **Check-in Date:** January 15, 2024
- **Duration:** 12 months
- **Contact Person:** John Doe, Phone: (123) 456-7890

All team members are advised to review the accommodation options and prepare for their move. If you have any questions or require additional information, please reach out to the HR department.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]