

Important Announcement: Store Relocation

Dear Team,

We are excited to inform you that our retail store will be relocating to a new location effective [Insert Date]. This decision comes as part of our ongoing efforts to better serve our customers and improve our business operations.

Here are the key details regarding the relocation:

- **New Address:** [Insert New Address]
- **Relocation Date:** [Insert Date]
- **Store Closure Date:** [Insert Date]
- **Store Opening Date:** [Insert Date]

We value your hard work and dedication, and we are committed to making this transition as smooth as possible for everyone. Please feel free to reach out with any questions or concerns you may have.

Thank you for your continued support and understanding during this transition.

Sincerely,
[Your Name]
[Your Position]