

Office Move Notification

Dear Team,

We are excited to announce that our office will be moving to a new location. This move is part of our efforts to provide a better working environment and to accommodate our growing team.

New Address:

123 New Address St.
City, State, Zip Code

Move Date: [Date of Move]

Please note that we will be relocating on [specific date], and we will ensure that there is minimal disruption to our work. We will begin packing on [packing date], and we kindly ask that you assist in preparing your workspace for the move.

Further details regarding the logistics of the move will be shared closer to the date. Thank you for your cooperation and support during this transition.

If you have any questions or concerns, feel free to reach out to [Contact Person/Department].

Best regards,
[Your Name]
[Your Position]
[Company Name]