

# Change of Office Address Letter to Staff

[Your Company Logo (if applicable)] [Your Company Name] [Current Office Address] [City, State, Zip Code] [Date]

## **Important Notice: Change of Office Address**

Dear [Company] Team,

I trust this message finds you well. I am writing to inform you about a significant change that will impact our daily operations - the relocation of our office.

**Current Office Address:** [Old Office Address]

**New Office Address:** [New Office Address]

**Effective Date of Relocation:** [Effective Date]

This decision is part of our ongoing efforts to optimize our working environment and provide you with a better and more conducive workspace.

Please update your records with the new office address. All other contact details, including phone numbers and email addresses, remain the same.

If you have any questions or concerns about this change, please do not hesitate to reach out to [Contact Person] at [Contact Email] or [Contact Phone Number].

Your cooperation during this transition is highly valued, and we are confident that this move will contribute to a more productive and collaborative work environment.

Thank you for your understanding.

Best Regards,

[Your Full Name] [Your Title] [Your Company Name] [Your Contact Information] [Your Email Address] [Your Phone Number]