

[COMPANY LETTERHEAD]

[Current address line 1]
[Current address line 2]
[Current address line 3]

Dear [employee name],

I am happy to confirm that [company name] is moving to a new location to accommodate our growing team.

The company-wide move to [new location name and address] will take place on [date].

Our first day of business in the new office will be [date].

We have hired [Office Move Pro] to load and transport our office contents, and to set up our new location according to the layout previously shared with you.

To ensure a safe and easy transition, only designated [company name] supervisors and [Office Move Pro] movers will be allowed access to our offices during the move. So, your desk and office contents must be packed and appropriately labelled by the end of the day on [date]. We will also require your security and parking passes by this date.

You are responsible for removing any personal items yourself, prior to moving day.

We will meet [date, time, and location] to review packing and safety procedures. Packing and labelling guidelines will be provided at this time. Lunch will also be provided.

If you have any questions, please contact [name, position, contact details if necessary].

Regards,

[Signature]

[Name]

[Title]