

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Office Changes

We would like to inform you about some important changes regarding our office structure.

Effective [Effective Date], the following changes will take place:

- [Detail 1: Description of the first change]
- [Detail 2: Description of the second change]
- [Detail 3: Description of the third change]

These changes are aimed at improving our [reason for changes, e.g., efficiency, teamwork, etc.]. We believe that these adjustments will have a positive impact on our work environment and overall productivity. Please feel free to reach out if you have any questions or concerns regarding these changes.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]