

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Organization]
[Address]
[City, State, Zip Code]

Subject: Relocation and Downsizing Strategy for [Project/Location Name]

Dear [Recipient Name],

The purpose of this letter is to outline the strategic plan for relocating and downsizing our current operations at [Current Location] to [New Location]. This decision is driven by our goal to optimize operational efficiency and reduce overhead costs.

1. Objectives

The primary goals of this transition are to minimize footprint by [Percentage/Square Footage], lower monthly occupancy expenses, and modernize our workspace to better suit current headcount requirements.

2. Inventory and Asset Management

We will conduct a comprehensive audit of all physical assets. Items will be categorized into:

- Essential: To be moved to the new location.
- Surplus: To be sold, auctioned, or donated.
- Obsolete: To be recycled or disposed of securely.

3. Personnel and Space Allocation

The new facility will feature a streamlined layout. We will implement [e.g., hot-desking/hybrid work models] to ensure that the smaller footprint supports our total staff effectively. Detailed floor plans will be provided by [Date].

4. Timeline

- [Date]: Completion of inventory audit.
- [Date]: Disposition of surplus assets.
- [Date]: Finalization of lease/purchase at new location.
- [Date]: Physical move and commencement of operations.

5. Communication Plan

All stakeholders will receive bi-weekly updates regarding the progress of the move. Dedicated support will be available to assist departments with their specific downsizing requirements.

We believe this strategy will position us for long-term financial health and operational agility. Please contact me directly if you have questions or require further clarification.

Sincerely,

[Your Signature]

[Your Printed Name]