

[Date]

Dear [Employee Name],

Welcome to our new corporate headquarters!

We are thrilled to officially open the doors to [New Building Name/Address]. This move represents a significant milestone in our company's growth and reflects our commitment to providing a modern, collaborative environment for our entire team.

To help you get settled, please find some key information below:

- **Building Access:** Your existing ID badge has been programmed for the new security system.
- **Workspace:** Your assigned desk is located at [Floor/Station Number].
- **Parking/Transit:** [Brief details about parking spots or public transit access].
- **Amenities:** We invite you to explore the new [Cafeteria/Gym/Lounge Areas] located on [Floor Number].

We will be hosting a "Welcome Housewarming" event on [Date] at [Time] in the [Location] to celebrate this transition together. Details regarding IT support and facility management contacts are attached to this letter.

Thank you for your hard work and patience during this transition. We look forward to achieving great things in our new home.

Best regards,

[Sender Name]

[Title]

[Company Name]