

[Date]

To: All Employees of [Department Name]
From: [Sender Name/Management]
Subject: Notice of Temporary Department Relocation

Dear Team,

Please be advised that the [Department Name] will be temporarily relocating from our current office at [Current Location/Room Number] to a new temporary location at [New Location/Room Number].

This move is necessary due to [Reason for move, e.g., office renovations, maintenance, or repairs].

Relocation Timeline:

- **Last day at current location:** [Date]
- **Move dates:** [Start Date] to [End Date]
- **First day at temporary location:** [Date]
- **Estimated duration:** [Number of weeks/months]

Regarding your workspace setup, please ensure that you [Instructions, e.g., pack personal items by Friday afternoon]. IT equipment will be handled by [IT Department/Designated Team].

Your contact information and extension numbers will [remain the same / change to the following: List changes]. Our operational hours will remain unaffected during this period.

We apologize for any inconvenience this may cause and appreciate your cooperation in making this transition smooth. If you have any questions, please contact [Point of Contact Name] at [Email/Phone].

Sincerely,

[Signature]
[Printed Name]
[Title]