

Staff relocation announcement

Replace the bracketed fields, confirm the dates and have your move coordinator approve the notice.

Subject: Our office move - dates and staff instructions

Team,

We are moving to [new address, suite and floor]. Our last working day at [current location] is [date], and we expect to begin working at the new location on [date / time].

Please pack your assigned desk items by [deadline], using destination label [label instructions]. Take personal valuables and items you need during the transition with you.

Our IT team will share shutdown, remote-working and reconnection instructions. Please follow that plan and leave shared equipment connected until IT directs otherwise.

Your arrival instructions are [parking, entrance, access and desk assignment]. Questions or access needs should go to [coordinator name, email and phone].

Thank you,
[approved sender / team]

Before sending

- ☐ Confirm the operating dates, packing deadline and destination labels.
- ☐ Have IT and building contacts review the instructions that apply to them.
- ☐ Send security-sensitive access instructions through your approved internal channel.

Customer and vendor notice

Use this after the new address and service dates are confirmed. Remove any line that does not apply.

Subject: [Company] is moving - our new address

Hello [name / team],

From [effective date], our office address will be [new address, suite, city, state and ZIP]. Please update your records and use this address for [visits / deliveries / correspondence, as applicable].

During the move, [describe any confirmed change to service or availability, with dates]. You can reach us at [phone] or [email]. [Include any change to contact details, or remove this sentence.]

For deliveries or appointments, please contact [name / team] at [contact details] to confirm the receiving arrangements.

Thank you,
[approved sender / company]

Address update checklist

- ☐ Website, contact page, email signatures and business listings.
- ☐ Customers, vendors, delivery services and active purchase orders.
- ☐ Banks, insurers, billing records and registrations that apply to your business.
- ☐ Mail forwarding, stationery, building signage and appointment instructions.