

**Instruction:** This is a model letter. Adapt to fit your facts and circumstances.

**To:** Staff  
**From:** Management  
**Subject:** Relocation of Company  
**Date:**

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As you know, there has been a problem with space in the building we are currently in. We have located a building for sale that will meet all of our current needs, as well as future expansion needs and have signed a contract to purchase it.

There are 20 plus offices, 15 workstations, a reception area, conference room, 10 bathrooms, and much more. The entire building is 30,000 square feet. If everything goes as planned, we will be relocating in 6 months.

We know that this location may not be as convenient to your home as our present offices are at this time, but the new facility is better suited for future plans for the company and is in a great location overall.