

Date: [Date]

To: [Faculty/Staff/Student Body Name]

From: [Department Name / Head of Department]

Subject: Notice of Departmental Relocation

Dear [Recipient Name/Group],

We are writing to formally announce that the **[Department Name]** will be relocating to a new facility. This move is part of the college's ongoing initiative to [brief reason: e.g., expand laboratory space / centralize administrative services].

Effective **[Move-in Date]**, our primary operations and offices will be located at:

New Building: [Building Name]

Floor/Suite: [Floor and Room Number]

New Phone Extension (if applicable): [Extension]

During the transition period between **[Start Date]** and **[End Date]**, please be advised that our physical office may have limited availability. Faculty and staff will remain accessible via email at [Department Email].

All scheduled classes, advising appointments, and administrative functions will resume at the new location starting **[Resumption Date]**. We appreciate your patience as we improve our facilities to better serve the academic community.

Sincerely,

[Name]

[Title]

[Department Name]

[College Name]