

MEMORANDUM

TO: All Staff Members

FROM: [Name of Executive/Department Head]

DATE: [Insert Date]

SUBJECT: Official Notice of Branch Consolidation and Manager Relocation

Dear Team,

This memorandum serves as official notification regarding the consolidation of our [Branch Name A] and [Branch Name B] locations. To optimize our operations and improve service delivery, the operations currently held at [Branch Name A] will be merged into the [Branch Name B] office, effective [Effective Date].

Manager Relocation

As part of this transition, [Manager Name], the current Branch Manager of [Branch Name A], will be officially relocated to [New Branch Name/Location]. In this new role, [Manager Name] will oversee [New Responsibilities/Department]. This transition will take place on [Relocation Date].

Operational Impact

Staff members currently reporting to the [Branch Name A] location should note the following:

- Last day of operations at the current site: [Date]
- First day of operations at the consolidated site: [Date]
- Reporting structure changes: [Briefly mention or state "No changes"]

A town hall meeting will be held on [Date] at [Time] via [Platform/Location] to address any specific questions regarding logistics, workspace assignments, and client transitions.

We appreciate your cooperation and commitment to excellence during this period of organizational growth.

Sincerely,

[Signature]

[Printed Name]

[Title]