

Notice Title: Office Relocation Announcement

Document Title: Office Move Plan 2024

Date: 30-07-2024

To: All Employees

From: Administration Department

Subject: Upcoming Office Relocation

Dear Team,

This notice is to inform you that HRM 360 will be relocating its office to a new location on **15-08-2024**. The move will begin at **9:00 AM** and is expected to be completed by **5:00 PM**. During this time, the following services will be affected:

- Access to Office Phones
- In-person Meetings
- Mail Delivery

We apologize for any inconvenience this may cause and appreciate your patience during the transition. If you have any urgent issues or questions regarding the move, please contact **John Doe** at **john.doe@hrm360.ac.in** or **(555) 654-3210**.

Thank you for your cooperation.

Best Regards,

John Doe

CEO, HRM 360

HRM 360

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