

Internal Relocation Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Department: [Current Department]

Subject: Notice of Internal Relocation

Dear [Employee's Name],

We are notifying you that you will be relocating internally within the company. This decision has been made as part of our ongoing efforts to align talent with the needs of the organization.

Your new position will be [New Position Title] in the [New Department], effective [Effective Date]. Please report to [New Supervisor's Name] for your onboarding process.

If you have any questions or require further details regarding the transition, feel free to reach out to me directly.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]