

Personnel Relocation Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about your upcoming relocation as part of our personnel reorganization strategy. Effective [Effective Date], you will be moving to the [New Location/Department Name].

This decision has been made to better align your skills with the needs of our team and to enhance your professional growth opportunities. We are confident that this move will prove beneficial for both you and the company.

Please find the details of your relocation below:

- **New Position:** [New Position Title]
- **New Reporting Manager:** [Manager's Name]
- **Relocation Date:** [Start Date at New Location]

We understand that relocating can be a significant change, and we are here to provide support during this transition. Feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone] for any assistance you may need.

Thank you for your continued hard work and dedication. We look forward to your contributions in your new role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]