

Job Location Change Approval

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for a change of job location from [Current Location] to [New Location] has been approved, effective [Effective Date].

Please ensure that you complete any necessary arrangements prior to your relocation.

If you have any questions or require further assistance, feel free to reach out to your supervisor or the HR department.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]