

# Position Relocation Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you that due to [reason for relocation, e.g., company restructuring, expansion], your position will be relocated to [new location] effective [effective date].

Your new role will remain the same as [current job title] and your responsibilities will continue to include [list key responsibilities].

We understand that moving to a new location may bring challenges, and we are committed to making this transition as smooth as possible. [Mention any assistance provided during the relocation process, if applicable].

If you have any questions or concerns regarding your relocation, please do not hesitate to reach out to [HR contact person or supervisor's name].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]