

Notification of Role Relocation

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you that your role will be relocating to [New Location] effective [Effective Date]. This decision has been made in alignment with our ongoing efforts to enhance operational efficiency and support our business objectives.

Your new responsibilities will remain largely the same, and we are confident that this relocation will provide you with additional opportunities for growth and development within the company.

We understand that this change may require adjustments on your part, and we are committed to supporting you throughout the transition. Please feel free to reach out to [Contact Person] at [Contact Information] if you have any questions or need assistance.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]