

MEMORANDUM

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Personnel Relocation Notification

Dear [Employee's Name],

We are writing to formally inform you of your upcoming relocation to [New Location]. This move is part of our company's efforts to [briefly explain reason for relocation, e.g., support business expansion, better resource allocation, etc.].

Your new position will be [New Position] at [New Location] effective [Relocation Date]. We believe that this change will provide you with great opportunities for professional growth and contribute significantly to our team's success.

Please meet with [HR Contact/Manager's Name] in the next few days to discuss the logistics of your relocation, including support that the company will provide and any questions you might have about the transition.

We appreciate your dedication and flexibility during this time and look forward to your continued contributions in your new role.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]