

Relocation Notification

Dear [Employee's Name],

We are writing to formally notify you of your upcoming relocation as part of our company's expansion efforts. Effective [relocation date], you will be transferring to our [new location] office.

Your new role will be [new job title], and you will report to [new supervisor's name]. We believe this move will provide you with new opportunities for professional growth and development.

We understand that relocation can be challenging, and we are committed to providing you with support throughout this transition. Details regarding relocation assistance and moving logistics will be provided in a forthcoming communication.

If you have any questions or concerns, please feel free to reach out to [HR contact name] at [HR contact email/phone].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]