

Employee Relocation for Temporary Duties

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you that, effective [Start Date], you will be temporarily relocating to [Location] to perform duties related to [Project/Task]. This temporary assignment is expected to last until [End Date].

During this period, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your relocation will be supported by [Company Name] where we will cover the following expenses:

- [Expense 1]
- [Expense 2]
- [Expense 3]

Please confirm your acceptance of this temporary relocation by [Response Date]. Should you have any questions or require further information, feel free to reach out to [Supervisor/HR Contact] at [Contact Information].

We appreciate your flexibility and cooperation as we undertake this important task together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]