

# Relocation Notification

Date: [Insert Date]

To: Human Resources Department

From: [Your Name]

Subject: Notification of Relocation

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally inform you of my upcoming relocation. Due to [reason for relocation], I will be moving to [new location] effective [relocation date].

I would like to discuss any necessary arrangements regarding my position, including potential remote work options, adjustments to my employment contract, or any other considerations that may arise from this move.

Please let me know a convenient time for us to discuss this matter further. I appreciate your support and understanding during this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]