

[Company Letterhead]

[Date]

[Employee Name]  
[Employee Address]  
[Employee ID]

**Subject: Notification of Project Relocation**

Dear [Employee Name],

This letter is to formally notify you that your current project, [Project Name], is being relocated from [Current Location] to [New Location] effective [Relocation Date].

As you are currently employed on a fixed-term contract scheduled to end on [Contract End Date], your employment will continue under the same terms and conditions, with the exception of your primary work location. Your role and responsibilities remain unchanged.

**Relocation Details:**

- **New Work Address:** [Full Address of New Site]
- **Reporting Manager:** [Manager Name]
- **Relocation Assistance:** [Detail any travel allowance, moving costs, or "Not Applicable"]

Please confirm your intent to relocate to the new project site by signing and returning a copy of this letter by [Deadline Date].

If you have any questions regarding the logistics of this move or how it impacts your daily commute, please contact the Human Resources department at [Phone Number/Email].

We appreciate your continued contribution to the success of this project.

Sincerely,

[Signature]

[Sender Name]  
[Job Title]

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**Employee Acknowledgment:**

I, [Employee Name], acknowledge receipt of this relocation notice and [accept/decline] the relocation to [New Location].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_