

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Current Branch:** [Insert Current Branch Name]

**Subject: Approval of Voluntary Branch Relocation Request**

Dear [Employee Name],

We are pleased to inform you that your formal request for a voluntary transfer and relocation from the [Current Branch Name] to the [New Branch Name] has been officially approved.

**Relocation Details:**

- **New Branch Location:** [Insert Address of New Branch]
- **Effective Date of Transfer:** [Insert Date]
- **Reporting Manager:** [Insert Manager Name]
- **Job Title:** [Insert Job Title]

Please note that as this is a voluntary relocation initiated by the employee, [Company Name] will not be responsible for any moving expenses, travel costs, or housing arrangements, unless otherwise specified in your previous agreements.

Your current manager and the HR department will coordinate with you regarding the handover of your current responsibilities and the completion of necessary documentation. Please ensure all outstanding tasks at your current branch are finalized before the effective date.

We wish you the best of luck in your new location and appreciate your continued contributions to the company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I accept the terms of this voluntary relocation.

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