

[Date]

[Employee Name]

[Employee ID]

[Current Department/Branch]

Subject: Offer for Voluntary Branch Relocation

Dear [Employee Name],

We are writing to inform you of an opportunity to voluntarily relocate from your current branch at [Current Branch Name] to our branch located in [New Branch City/Location].

Relocation Details:

- **Proposed New Branch:** [New Branch Name/Address]
- **Position:** [Job Title - specify if same or new]
- **Proposed Start Date:** [Date]

Offer Terms:

This is a voluntary request. Should you choose to accept this offer, the following terms will apply:

- [Relocation Allowance/Moving Stipend, if any]
- [Adjustment to Salary/Cost of Living, if any]
- [Travel Reimbursement Details, if any]

Please note that your core employment terms and seniority will remain unchanged unless otherwise specified in an updated employment contract.

If you are interested in this relocation, please sign and return this letter by [Deadline Date]. This offer is subject to final administrative approval. If you choose not to relocate, your current position at [Current Branch Name] will remain unaffected.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], hereby accept the voluntary offer to relocate to the [New Branch Name] effective [Start Date].

Signature: _____ Date: _____