

[Date]

[Employee Name]

[Employee ID]

[Current Branch Name/Location]

Subject: Acknowledgment of Voluntary Branch Relocation Request

Dear [Employee Name],

This letter is to formally acknowledge the receipt of your request dated [Date of Request] regarding your voluntary relocation from the [Current Branch Name] branch to the [New Branch Name] branch.

We have reviewed your request and are pleased to inform you that your relocation has been approved. Please find the details of your transfer below:

- **New Work Location:** [New Branch Address]
- **Effective Date of Transfer:** [Start Date]
- **Position/Title:** [Position Title]
- **Reporting Manager:** [Manager Name]

As this is a voluntary relocation initiated by you, it is understood that [Company Name] will not be responsible for any moving expenses or personal relocation costs, unless otherwise agreed upon in writing.

Please coordinate with your current supervisor and the Human Resources department to ensure a smooth transition of your current responsibilities. You are expected to report to the new branch on the effective date mentioned above.

We wish you continued success in your new location. Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Signature]

[Name of HR Representative/Manager]

[Title]

[Company Name]

---

**Employee Acknowledgment:**

I, [Employee Name], accept the terms of this voluntary relocation as outlined above.

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