

VOLUNTARY BRANCH RELOCATION AGREEMENT

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Branch: [Insert Current Branch Name]

Dear [Employee Name],

This letter serves as a formal agreement regarding your voluntary request to relocate from the [Current Branch Name] to the [New Branch Name], effective [Start Date].

Terms of Relocation:

- **Position:** Your job title will remain [Insert Job Title] (or specify new title if applicable).
- **Reporting Manager:** You will report directly to [Insert Manager Name] at the new location.
- **Compensation:** Your current salary and benefits will [remain unchanged / be adjusted to X], subject to local regional policies.
- **Relocation Expenses:** As this is a voluntary relocation initiated by the employee, the company [will / will not] provide financial assistance for moving costs.
- **Work Schedule:** Your working hours will be [Insert Schedule/Hours] as per the requirements of the new branch.

By signing this document, you acknowledge that this move is voluntary and that you agree to the terms outlined above. All other terms and conditions of your original employment contract remain in full force and effect.

Please sign and return a copy of this letter to the HR Department by [Insert Date].

Sincerely,

[Authorized Signatory Name]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], accept the voluntary relocation to [New Branch Name] under the terms described in this letter.

Signature: _____ Date: _____