

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Confirmation of Voluntary Branch Relocation

Dear [Employee Name],

This letter serves as formal confirmation of your voluntary request to relocate from our [Current Branch Name] branch to our [New Branch Name] branch, effective [Relocation Date].

We are pleased to approve this transfer. Your employment terms, including your job title, base salary, and seniority, will remain unchanged unless otherwise specified in an updated contract addendum. Your new reporting manager at the [New Branch Name] branch will be [Manager Name].

Details regarding your relocation are as follows:

- **New Work Address:** [New Branch Physical Address]
- **Reporting Date:** [Date]
- **Reporting Time:** [Time]
- **Relocation Assistance:** [Mention if any assistance is provided, or state "None"]

Please ensure that all pending tasks at your current branch are handed over to [Name/Department] by [Handover Deadline Date]. You are also required to return any branch-specific equipment or keys before your final day at your current location.

We wish you continued success in your new location. Please sign and return a copy of this letter to the HR department to confirm your acceptance of these arrangements.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

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

Signature: _____ Date: _____