

[Date]

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

Subject: Acceptance of Voluntary Relocation Request

Dear [Employee Name],

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

The details of your relocation are as follows:

- **New Work Location:** [Full Address of New Branch]
- **Effective Date:** [Start Date at New Location]
- **New Reporting Manager:** [Manager Name]
- **Position/Title:** [Position Title - specify if staying the same or changing]

As this is a voluntary relocation initiated by your request, please note that [Company Name] will [be / will not be] providing a relocation allowance or reimbursement for moving expenses. Your current terms and conditions of employment, including your salary and benefits, will remain unchanged unless otherwise specified in an updated contract addendum.

Please coordinate with your current supervisor and the Human Resources department to ensure a smooth handover of your current responsibilities before your departure date.

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

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Employee Acknowledgment:**

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

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