

[Date]

[Employee Name]

[Employee ID]

[Current Department/Branch]

Subject: Approval of Voluntary Branch Relocation

Dear [Employee Name],

This letter serves as formal confirmation and approval of your voluntary request to relocate from the **[Current Branch Name]** to the **[New Branch Name]**, effective **[Start Date at New Location]**.

The terms and conditions of your relocation are as follows:

- **Position:** Your job title will remain [Job Title].
- **Reporting Manager:** You will report to [Manager Name] at the new location.
- **Compensation:** Your base salary and benefits will [remain unchanged / be adjusted to X].
- **Relocation Expenses:** As this is a voluntary relocation, [Company Name] [will / will not] provide financial assistance for moving costs.

Please coordinate with your current supervisor to ensure a smooth handover of your existing responsibilities. You are expected to report to the new branch at [Time] on [Date].

We appreciate your continued commitment to [Company Name] and wish you success in your new location.

Sincerely,

[Your Name]

[Your Title]

Human Resources Department

[Company Name]

Employee Acknowledgment:

I accept the terms of this voluntary relocation as outlined above.

Signature: _____ Date: _____