[Date]

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

Subject: Notice of Mandatory Geographic Transfer

Dear [Employee Name],

This letter serves as official notification that your position is being permanently transferred to a different geographic location. This decision is due to [Reason for Transfer, e.g., departmental relocation, office closure, or operational restructuring].

Transfer Details:

- **Current Location:** [Current City/Office]
- **New Location:** [New City/Office Address]
- **Effective Date:** [Date of Transfer]
- **Reporting Manager:** [Manager Name]

As this is a mandatory transfer, please review your employment contract regarding relocation assistance. The company will provide the following support: [List Relocation Benefits or "N/A"].

Please confirm your receipt of this notice and your intent to relocate by signing below and returning this letter to the Human Resources Department by [Deadline Date].

If you have any questions regarding this transition, please contact [Contact Person/Department] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this transfer notice and understand the terms outlined above.

Signature: _____ Date: _____