[Company Name]
[Address]
[City, State, Zip Code]

[Date]

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

Subject: Notice of Involuntary Geographic Relocation

Dear [Employee Name],

Please be advised that due to [Reason for Relocation, e.g., business restructuring, office closure, or departmental reorganization], your current position is being relocated. This letter serves as formal notice that your work location will change from [Current City/Office] to [New City/Office].

This relocation is effective as of [Effective Date].

We understand that this change may have a significant impact on you. To assist with this transition, the company is offering the following support:

- [Relocation Assistance/Stipend Details]
- [Travel Reimbursement Policy]
- [Temporary Housing Assistance, if applicable]

Please review your updated employment terms attached to this letter. You are requested to confirm your acceptance of this relocation by [Deadline Date]. If you choose not to accept this relocation, your employment will be terminated effective [Termination Date] due to the elimination of your position at this location.

If you have any questions regarding this move, relocation benefits, or timeline, please contact [HR Representative Name] at [Phone Number/Email].

We value your contributions to [Company Name] and hope you will continue your career with us at our new location.

Sincerely,

[Signature]
[Name of Manager/HR Director]
[Title]

Employee Acknowledgment:

I acknowledge receipt of this notice and [select one]:

____ I accept the relocation to [New Location].

____ I decline the relocation and understand my employment will end on [Date].

Signature: _____ Date: _____