[Date]

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

Subject: Notification of Geographic Transfer

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has decided to transfer your current position from our [Current City/Office Location] office to our office located in [New City/State], effective [Effective Date].

This transfer is a company-initiated move based on [operational requirements / departmental restructuring / business expansion]. Your job title, core responsibilities, and reporting structure will [remain the same / change as follows: Description].

Compensation and Benefits:
Your base salary will [remain unchanged / be adjusted to Amount] to reflect the local cost of living. All other corporate benefits will continue without interruption.

Relocation Assistance:
To assist with this transition, the company is offering the following relocation package: [List benefits, e.g., moving expenses, travel reimbursement, or lump sum]. Detailed information regarding this package is attached to this letter.

Next Steps:
Please review this document and the attached relocation policy. We request that you sign and return a copy of this letter to the Human Resources department by [Deadline Date] to indicate your acceptance of this transfer.

We understand that a geographic move is a significant event, and we are committed to supporting you during this transition. Should you have any questions, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Manager Name]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the transfer to [New Location] under the terms outlined above.

Signature: _____ Date: _____