[Date]

[Employee Name]
[Employee ID]
[Current Branch Name]

Subject: Notification of Mandatory Branch Reassignment

Dear [Employee Name],

This letter serves as formal notification that you are being reassigned from your current position at the [Current Branch Name] to the [New Branch Name], effective [Effective Date].

This reassignment is mandatory and is based on [Reason: e.g., operational requirements, organizational restructuring, or staffing needs].

Your new reporting structure and duties will be as follows:

- **New Work Location:** [Full Address of New Branch]
- **New Supervisor:** [Name of New Manager/Supervisor]
- **Work Schedule:** [Shift Details/Hours]

Please coordinate with your current supervisor to ensure a smooth transition of your ongoing tasks by [Transition Deadline Date]. On your first day at the new location, please report to [Name/Department] at [Time] for your site orientation.

All other terms and conditions of your employment contract, including your salary and benefits, remain unchanged unless otherwise specified in writing.

If you have any questions regarding this transfer, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

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

Acknowledgment of Receipt:

I acknowledge that I have received this reassignment letter and understand the terms stated above.

_____
[Employee Signature]

[Date]