Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Current Position: [Insert Job Title]

Subject: Notification of Geographic Transfer due to Corporate Restructuring

Dear [Employee Name],

As a result of the recent corporate restructuring at [Company Name], we are writing to formally notify you that your current position is being relocated. To align our operations with our new strategic goals, your role will be transferred to our office in [New City/State].

Transfer Details:

- **New Location:** [Insert Full Address of New Office]
- **Effective Date:** [Insert Date]
- **Reporting Manager:** [Insert Manager Name]
- **Reporting Date at New Location:** [Insert Date]

Your current job title, base salary, and benefits will remain unchanged as a result of this transfer. [Optional: Details regarding relocation assistance or travel reimbursement can be found in the attached document.]

We understand that a geographic transfer is a significant change. Please review this offer and provide your formal acceptance by signing below and returning this letter to the HR department no later than [Insert Deadline Date].

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

We value your continued contribution to [Company Name] and look forward to your success in the new location.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], accept the geographic transfer as outlined above.

Signature: _____ Date: _____