Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

Subject: Notice of Permanent Geographic Reassignment

Dear [Employee Name],

This letter serves as formal notification that your position with [Company Name] is being permanently reassigned to a new geographic location. This decision is based on [Reason: e.g., business restructuring, office relocation, or departmental needs].

New Work Location:
[New Office Name/Branch]
[Street Address]
[City, State, Zip Code]

Effective Date:
Your reassignment will be effective as of [Start Date]. You are expected to report to the new location on this date at [Time].

Reporting Structure:
In your new location, you will report to [Manager Name], [Manager Title]. Your core duties and responsibilities will [remain the same / change as follows: Describe changes].

Relocation Assistance:
[Option A: You are eligible for relocation assistance as outlined in the company policy. Please contact HR for details.]
[Option B: No relocation assistance is provided for this reassignment.]

Next Steps:
Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to acknowledge your receipt of this notice. If you have any questions regarding your benefits, travel arrangements, or the transition process, please contact [HR Contact Name] at [Phone/Email].

We appreciate your continued contributions to [Company Name] and look forward to your success in your new location.

Sincerely,

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

Employee Acknowledgment:

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

Signature: _____ Date: _____