[Date]

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

Subject: Notice of Mandatory Facility Closure and Personnel Transfer

Dear [Employee Name],

This letter serves as formal notification that [Company Name] will be permanently closing the facility located at [Closing Facility Address], effective [Closure Date].

As a result of this closure, your current position is being transferred to our facility located at [New Facility Address]. Your transfer will be effective on [Effective Date].

Please note the following details regarding your transfer:

- **New Reporting Manager:** [Manager Name]
- **Work Schedule:** [Hours/Shift Details]
- **Position and Salary:** Your current job title, base salary, and benefits will remain unchanged unless otherwise specified in an updated employment agreement.

This transfer is mandatory. If you choose not to accept this relocation, please notify the Human Resources department in writing by [Response Deadline Date]. Please be advised that declining this transfer may result in the termination of your employment due to the facility closure.

We understand that this transition may present challenges, and we are committed to supporting you during this process. Should you have any questions regarding relocation assistance or travel logistics, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your continued dedication to [Company Name].

Sincerely,

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