[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Current Office Location]

Subject: Notice of Geographic Transfer

Dear [Employee Name],

This letter serves as formal notification that your current position is being transferred to a different geographic location as part of a strategic adjustment in our business operations. Effective [Effective Date], your primary work location will change from [Current City/State] to [New City/State].

Transfer Details:

- **New Office Address:** [Full Address of New Location]
- **Reporting Manager:** [Manager Name/No Change]
- **Job Title and Duties:** [No Change / Revised Title]
- **Compensation and Benefits:** [Details on any adjustments or "Remain Unchanged"]

Relocation Assistance:
[Company Name] will provide the following relocation support: [Detail relocation package, moving stipend, or "None"]. Please refer to the attached Relocation Policy for further details.

Next Steps:
Please review this transfer offer and return a signed copy to the Human Resources department by [Deadline Date]. If you have questions regarding the logistics of this move or the impact on your role, please contact [Contact Person/Department] at [Contact Information].

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

Sincerely,

[Name of Manager or HR Representative]
[Title]

Employee Acceptance:

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

Signature: _____ Date: _____