[Date]

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

Subject: Notification of Role Reallocation and Geographic Transfer

Dear [Employee Name],

Following our recent discussions regarding [Reason for Change, e.g., organizational restructuring/business requirements], we are writing to formally notify you of a change in your role and primary work location.

New Role Details:

- **New Job Title:** [New Title]
- **Reporting Manager:** [Manager Name]
- **Effective Date:** [Date]

Transfer Details:

- **New Work Location:** [City, State/Office Branch]
- **Relocation Reporting Date:** [Date]

As part of this reallocation, your new responsibilities will include [Brief Description of New Duties]. Your current [Salary/Benefits] will [remain unchanged / be adjusted to X], and you will be eligible for [Relocation Assistance/Moving Stipend, if applicable] as per company policy.

Please review this letter and the attached updated Job Description. To indicate your acceptance of this transfer and role change, please sign and return a copy of this letter by [Deadline Date].

We look forward to your continued contributions to the team in [New Location]. If you have any questions regarding the logistics of this transfer, please contact [HR Contact Name].

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I accept the role reallocation and geographic transfer as outlined above.

Signature: _____ Date: _____