

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Rejection of Request to Decline Mandatory Relocation**

Dear [Employee Name],

We have received and reviewed your formal request dated [Date of Employee's Request] to be excused from the mandatory relocation to [New Location Name] scheduled for [Relocation Date].

After careful consideration of the reasons you provided, we regret to inform you that we are unable to grant your request. This relocation is a business necessity and a requirement for your continued employment in your current position as [Job Title].

As outlined in your employment agreement, the needs of the company may require geographic reassignment. Because your role is essential to the operations at the new location, we cannot offer a remote work arrangement or a position at your current site at this time.

Please confirm by [Deadline Date] whether you intend to proceed with the relocation. If you choose not to relocate, we will process this as a voluntary resignation effective [Effective Date].

We value your contributions to the team and hope you will choose to remain with the company during this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]