

Subject: Rejection of Branch Reassignment and Relocation

Dear [Employee Name],

I am writing to formally respond to the notification regarding my reassignment to the [New Branch Name] branch, effective [Date].

After careful consideration, I am writing to inform you that I am unable to accept this relocation. Due to [personal/family/financial] reasons, moving to a different location is not feasible for me at this time.

I value my position with [Company Name] and would prefer to remain in my current role at the [Current Branch Name] branch. However, I understand if this decision impacts my continued employment under the terms of my contract.

Please let me know the next steps regarding this matter and if there are any alternative options available within the local area.

Sincerely,

[Your Name]
[Your Employee ID]
[Date]