

Subject: Important Update Regarding Your Position - [Company Name]

Dear [Employee Name],

Thank you for participating in our recent discussions regarding the organizational changes and the requirement to relocate to our [Location Name] office.

As discussed, the responsibilities of your role as [Job Title] are being centralized to the [Location Name] location to meet our current business objectives. Following our meeting on [Date], we understand that you have formally declined the offer to relocate.

Because the ability to work from the [Location Name] office is a mandatory requirement for this role, we regret to inform you that we are unable to maintain your employment in your current capacity. Consequently, your employment with [Company Name] will terminate on [Final Working Date].

Please find attached details regarding your final compensation, benefits transition, and the process for returning company property. Our HR department is available to discuss any questions you may have during this transition.

We appreciate the contributions you have made during your time with us and wish you the very best in your future endeavors.

Sincerely,

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