

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Notification of Interoffice Relocation and Transfer**

Dear [Employee Name],

This letter serves as official notification regarding your transfer to our [New Office Location/Branch Name] office. This relocation is effective as of [Start Date at New Location].

Your new position details are as follows:

- **New Office Address:** [Full Address of New Office]
- **Job Title:** [Current or New Job Title]
- **Reporting Manager:** [Manager Name]
- **Department:** [New Department Name]

Your current compensation and benefits will [remain unchanged / be updated as follows: Details]. Please coordinate with the IT department and Facilities team regarding the transfer of your equipment and files by [Deadline Date].

The company will provide the following relocation assistance: [List benefits, e.g., moving stipend, travel reimbursement, or "None"].

Please sign and return a copy of this letter to the HR department by [Due Date] to confirm your acceptance of this transfer.

We look forward to your continued contributions at our [New Location] office.

Sincerely,

[Signature]

[Name of HR Manager/Supervisor]

[Title]

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**Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_