

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Role Relocation due to Organizational Restructuring

Dear [Employee Name],

As discussed during our meeting on [Date], [Company Name] is currently undergoing a formal organizational restructuring to better align our resources with our strategic goals. As a result of these changes, your current position of [Current Job Title] is being relocated from our [Current Location] office to our [New Location] office, effective [Effective Date].

This relocation is a requirement for your continued employment in this role. Below are the key details regarding this transition:

- **New Work Location:** [Full Address of New Office]
- **Reporting Manager:** [Manager Name/No Change]
- **Relocation Assistance:** [Detail any relocation package or "Not applicable"]
- **Response Deadline:** [Date]

We value your contribution to the team and hope that you will choose to relocate with the company. Please review the attached relocation policy and the updated terms of employment.

We understand that this is a significant request. If you decide not to accept this relocation, your employment will unfortunately be terminated due to redundancy on [Termination Date]. In such an event, you may be eligible for [Severance Details/Notice Pay].

Please indicate your decision by signing and returning the attached "Acceptance of Relocation" form to the HR Department no later than [Date].

If you have any questions regarding this transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]