

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Management Relocation

Dear [Employee Name],

This letter serves as formal notification regarding your temporary relocation to oversee operations at the [New Location/Branch Name]. Due to [Reason for Relocation, e.g., project demands, temporary vacancy, or facility launch], your leadership is required at this site effective [Start Date].

Relocation Details:

- **Temporary Location:** [Address of New Location]
- **Effective Date:** [Start Date]
- **Expected Duration:** [Number of Months/Weeks] (Ending approximately [End Date])
- **Reporting Manager:** [Name and Title of Supervisor at New Location]

Terms and Compensation:

During this temporary assignment, your base salary will remain [unchanged / adjusted to Amount]. In recognition of this relocation, the company will provide the following support: [List benefits, e.g., corporate housing, travel stipend, or per diem].

Upon completion of this assignment, you are scheduled to return to your original position at [Original Location] on [Return Date], unless otherwise communicated in writing.

Please review this document and sign below to acknowledge your receipt and understanding of these temporary terms. We appreciate your flexibility and commitment to the company's growth.

Sincerely,

[Signature]

[Name of HR Manager/Executive]

[Title]

Employee Acknowledgment:

I accept the terms of this temporary management relocation as outlined above.

Signature: _____ Date: _____