

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Department: [Current Department Name]

Subject: Notice of Departmental Relocation

Dear [Employee Name],

This letter serves as an official directive regarding the relocation of the [Department Name] department. To better align our operational goals and resources, your primary work location is being changed.

Relocation Details:

- **Effective Date:** [Insert Date]
- **Current Location:** [Current Building/Office/City]
- **New Location:** [New Building/Office/City]
- **Reporting Manager:** [Manager Name] (if applicable)

Action Required:

Please ensure that all personal belongings and necessary work files are prepared for transport by [Insert Date]. The company will provide [Insert details about moving assistance, e.g., boxes, moving services, or packing instructions].

Next Steps:

An orientation meeting regarding the new facility and updated logistical arrangements will be held on [Date] at [Time]. Please review the attached relocation policy for information regarding [Travel reimbursements/commuting subsidies/moving expenses], if applicable.

We understand that relocation is a significant change. If you have any questions regarding this transition, please contact [HR Contact Name] at [Phone Number/Email] or your immediate supervisor.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title of Signatory]

[Company Name]