

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Temporary Branch Relocation

Dear [Employee Name],

This letter is to formally notify you that you are being temporarily transferred from the [Current Branch Name] to the [New Branch Name] located at [New Branch Address].

The details of your temporary relocation are as follows:

- **Effective Date:** [Start Date]
- **Expected Duration:** [Expected End Date or Duration]
- **Reason for Transfer:** [Reason, e.g., Renovations, Staffing Support]
- **Reporting Supervisor:** [Name of Supervisor at New Location]
- **Working Hours:** [Standard Hours or Any Changes]

Your current job title, compensation, and benefits will remain unchanged during this temporary assignment. Any travel expenses or relocation stipends applicable to this transfer will be handled according to the company policy outlined in [Policy Name/Handbook].

Upon completion of the assignment at [New Branch Name], you are expected to return to your original position at [Current Branch Name], unless otherwise notified in writing.

Please sign and return a copy of this letter to the Human Resources department by [Date] to acknowledge receipt of this notification.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this transfer letter and understand the terms of my temporary relocation.

[Employee Signature]

[Date]