

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Department: [Insert Department]

Subject: Approval of Spouse Medical Hardship Transfer Request

Dear [Employee Name],

We have reviewed your request for a hardship transfer based on the medical condition of your spouse. After evaluating the supporting documentation provided and the availability of positions within the requested region, we are pleased to inform you that your transfer request has been approved.

The details of your new assignment are as follows:

- **New Location:** [Insert Office/City Name]
- **Effective Date:** [Insert Date]
- **New Reporting Manager:** [Insert Manager Name]
- **Position Title:** [Insert Position]

Please coordinate with your current supervisor to finalize your remaining tasks and complete the handover process. Your Human Resources representative will contact you shortly to provide updated employment contracts and information regarding the transition of your benefits and payroll to the new location.

We wish you and your family the very best during this time.

Sincerely,

[Signature]

[Name of HR Manager]

[Company Name]