

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Corporate Consolidation and Relocation Transfer

Dear [Employee Name],

As part of our ongoing efforts to optimize operations, [Company Name] is undergoing a strategic corporate consolidation. As a result of this restructuring, your current position is being transitioned to our office located in [New City/State].

Effective [Effective Date], your role as [Job Title] will be officially transferred to the [New Department Name] at the [New Location Address].

Key Details of Your Transfer:

- **New Reporting Manager:** [Manager Name]
- **Last Day at Current Location:** [Date]
- **Start Date at New Location:** [Date]
- **Compensation and Benefits:** [Your base salary and benefits will remain unchanged / Details of adjusted compensation].

Relocation Assistance:

To support you during this transition, the company is offering a relocation package which includes [List key benefits, e.g., moving stipend, temporary housing, travel reimbursement]. Please refer to the attached Relocation Policy document for full details and eligibility requirements.

Next Steps:

Please sign and return a copy of this letter to the Human Resources Department by [Deadline Date] to indicate your acceptance of this transfer. Once received, a member of the HR team will contact you to begin the relocation logistics.

We value your contributions to [Company Name] and look forward to your continued success at our consolidated headquarters.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]

Employee Acceptance:

I accept the transfer and relocation as outlined above.

Signature: _____ Date: _____