

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Branch: [Insert Current Branch Name]

Subject: Mutual Agreement for Branch Relocation Transfer

Dear [Employee Name],

This letter serves to formally confirm the mutual agreement regarding your transfer from the [Current Branch Name] to the [New Branch Name], effective from [Start Date].

As discussed and agreed upon, your employment terms will be adjusted as follows:

- **New Work Location:** [Insert Full Address of New Branch]
- **Job Title:** [Insert Job Title]
- **Reporting Manager:** [Insert Manager Name]
- **Working Hours:** [Insert Hours, e.g., 9:00 AM to 5:00 PM]

All other terms and conditions of your original employment contract dated [Insert Date of Original Contract] remain unchanged and in full force.

Please signify your acceptance of this transfer by signing and returning the attached copy of this letter to the HR Department by [Insert Deadline Date].

We look forward to your continued contributions at our [New Branch Name] location.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]

Employee Acceptance:

I, [Employee Name], hereby agree to the terms of the branch relocation transfer as outlined above.

Signature: _____ Date: _____