

Date: [Insert Date]

[Employee Name]
[Current Job Title]
[Current Department]

[Manager Name/HR Representative]
[Company Name]
[Company Address]

Subject: Mutual Agreement for Geographic Relocation and Transfer

Dear [Employee Name],

This letter serves as a formal agreement regarding your geographic relocation and transfer within [Company Name]. Following our recent discussions, both parties have mutually agreed to your transfer from the [Current Office Location] to the [New Office Location].

Transfer Details:

- **New Work Location:** [Insert Full Address of New Office]
- **Effective Date of Transfer:** [Insert Date]
- **New Job Title:** [Insert Title - if changing, otherwise "Same as current"]
- **Reporting Manager:** [Insert Manager Name]

Compensation and Benefits:

Your current base salary and benefits will [remain unchanged / be adjusted to [Amount] to reflect the local market]. All other terms and conditions of your employment contract remain in effect.

Relocation Assistance:

In accordance with our agreement, the company will provide the following relocation support: [Insert details of relocation package, e.g., moving expenses, travel stipend, or "None"].

Mutual Acceptance:

By signing this letter, both the Company and the Employee acknowledge that this relocation is voluntary and mutually beneficial. The employee agrees to report to the new location on the effective date mentioned above.

Please sign and return a copy of this letter by [Insert Date] to confirm your acceptance of these terms.

Sincerely,

[Name of Authorized Official]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], accept the terms of this geographic relocation and transfer as outlined above.

Signature: _____

Date: _____