Date: [Date]

To: [Employee Name]
Employee ID: [Employee ID]
Current Position: [Current Job Title]

Subject: Notification of Department Relocation and On-Site Transfer

Dear [Employee Name],

This letter serves as official notification that your current department, [Current Department Name], will be relocating to a new area within our current facility located at [Company Address/Site Name].

Effective [Effective Date], your workspace and reporting line will be transferred as follows:

- **New Department:** [New Department Name, if applicable]
- **New Supervisor/Manager:** [Name of Manager]
- **New Internal Location:** [Building/Floor/Section Number]

Please note that your job title, base salary, and benefits will remain unchanged as a result of this internal transfer. Your primary responsibilities will [remain the same / be updated to include: Mention brief changes if any].

Logistics regarding the physical move of your equipment and files are as follows:

- **Pack-out Date:** [Date]
- **Move Completion Date:** [Date]
- **IT/Technical Support:** [Instructions for computer setup]

We believe this relocation will improve departmental workflow and collaboration. Please coordinate with [Name/Department] regarding any access badge updates required for your new area.

If you have any questions regarding this transfer, please contact [Name/HR Department] by [Date].

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Company Name]