

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Formal Notification Regarding Relocation Mandate

Dear [Employee Name],

This letter is in reference to the formal notice issued on [Date of Original Mandate] regarding the company's requirement for you to relocate to [New Location] by [Required Move-In Date].

Following our discussion on [Date of Discussion], we have received your formal notification stating that you are unable to comply with this relocation mandate due to [Personal Reasons/Specified Reason].

We regret to inform you that the relocation to [New Location] is a mandatory requirement for your current position of [Job Title]. Because this role must be performed at the new site and you are unable to transition, we must proceed with the following action:

[Option 1: Separation]

Your employment with [Company Name] will conclude effective [Last Working Day].

[Option 2: Alternative Placement]

We are currently reviewing internal vacancies for which you may be qualified that do not require relocation. However, if no suitable role is found by [Date], your employment will conclude on [Date].

Please contact the Human Resources department at [Phone Number/Email] to discuss your final compensation, benefits continuation, and the offboarding process.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Manager Name]

[Title]

[Company Name]