

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Position: [Current Job Title]

Subject: Confirmation of Internal Relocation Placement

Dear [Employee Name],

This letter serves as formal confirmation of your internal relocation within [Agency Name]. Your request for transfer has been approved, and you have been placed in the following position:

- **New Job Title:** [Insert New Title]
- **New Department/Office:** [Insert Department Name]
- **New Location:** [Insert City/Building Address]
- **Reporting Manager:** [Insert Manager Name]
- **Effective Date:** [Insert Date]

Terms and Conditions:

Your current salary and benefits will [remain unchanged / be adjusted as follows: Insert Details]. All other terms of your employment agreement remain in effect. This relocation is considered a [permanent/temporary] placement.

Relocation Assistance:

[Insert details regarding moving expenses, travel reimbursement, or "No relocation assistance is provided for this internal move"].

Next Steps:

Please coordinate with your current supervisor to finalize your handover process. On your effective date, please report to [Location/Person] at [Time] for your departmental orientation.

We look forward to your continued contributions in your new role at [Agency Name].

Sincerely,

[Signature]

[Name of HR Representative/Manager]

[Title]

[Agency Name]

Employee Acknowledgment:

I accept the relocation placement as outlined above.

Signature: _____ Date: _____