

Sample Notification Letter Informing Change of Working Location

Jacob Brown

HR Manager

Zenith Corporation Pvt. Ltd.

52 Richmond Street

New York

Date: 3rd December, 2016

To,

Adam Smith

22, Richmond Street,

New York 1234

Phone: 1234-5678

Dear Mr. Smith,

This is to notify you about the change in place of work from 1st January, 2017 to 30th June, 2017. From this duration, you will not be working at the Head Office, New York of the company but you will be shifted to the Corporate Office of the company in New York.

For further details on the same, Mr. Robin Grant, Marketing Manager, will get in touch with you. In case, you have any further doubts, please feel to contact me at 1222-3333.

Sincerely,

Jacob Brown

HR Manager

Zenith Corporation Pvt. Ltd.

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