

[Print on Employer's Letterhead]

[Employee Name and Address]

Private and Confidential

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Proposed new business premises

Dear <<name of employee>>,

As you know from the general statement of <<insert date>>, there is a possibility the Company may relocate its business premises to <<insert current address of business premises>>, which is your current premises. At the time being, this is only a proposal that the Company is considering for you aware of this possibility at the earliest opportunity.

<<insert date>>, there is a possibility the Company may relocate its business premises to <<insert current address of business premises>>, which is your current premises. At the time being, this is only a proposal that the Company is considering for you aware of this possibility at the earliest opportunity.

The new business premises which the Company proposes to use are located at <<insert location>>.

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The reason(s) for the proposed relocation is/are <<insert reason(s)>>. The expansion of business requires larger premises.

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If the relocation of the business premises is approved, the likely date for the move is <<insert date>>.

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The Company believes it is important to consider any suggestions from employees' views on the proposed move and to consider any suggestions before reaching any final decisions on relocation. Therefore, we will be holding a meeting on <<insert date>> at <<insert location>>, at which the proposal will be discussed further.

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If the relocation of the Company premises does take place, your job will still be available at any new premises on the same conditions of employment, with the exception of normal place of work.

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Please speak to <<insert job title and name>> if you have any questions or concerns.

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Yours sincerely,

<<Name and Title>>
For and on behalf of <<Company Name>>

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