*Do not use for a relocation of work unit situation under a WFA agreement. Please contact your HR Consultant to review if you think that this may be the case.*

***The following notification is a suggested template only. Notification can be provided to your employees by email except if relocation expenses are being incurred in which case a signed letter is required.***

PROTECTED A

(Insert date)

(Insert employee first and last name)

(Insert Division)

SUBJECT: CHANGE IN POSITION AND/OR DESIGNATED WORK LOCATION

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Position Number (or Job Code) | : |  |
| Department ID | : |  |  |
| Branch / Directorate | : |  |
| Position Location | : | (Complete current location – not required if the employee was hired with a job code) |
| Location of Work | : | (Complete current location – only required if different than position location) |
| Cost Center | : |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear insert first name:

This is to inform you that your designated work location will be situated at (insert full address of new location of work) as of (insert date).

(This notification constitutes your 30-day notice for temporary work location changes within the headquarters area as per the National Joint Council Travel Directive.)

(If the employee’s physical location of work is changing, you must contact the National Relocation Office (NRO) to determine whether the National Joint Council Relocation Directive applies. Following this discussion, if the employee is entitled to relocation expenses, please insert the applicable paragraph as provided to you by the NRO)

(Specific details will follow under a separate communication.)

Should you require additional information concerning this notification, please contact your Manager.

Yours sincerely,

(Signature)

(Name and title of manager)

Note: This letter must be signed by a Director level or above with Financial Authority for the Cost Centre identified above and the authority to incur relocation expenses if relocation expenses apply.