[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of Mandatory Return to Work

Dear [Employee Name],

This letter serves as formal notification that you are required to return to work at our physical office location effective [Date].

Please note the following details regarding your return:

- **Reporting Date:** [Date]
- **Reporting Time:** [Time]
- **Location:** [Office Address/Department]
- **Work Schedule:** [Days and Hours]

As of the date mentioned above, all previous remote or flexible work arrangements will be rescinded, and your physical presence in the office will be mandatory according to the schedule provided.

If you have any questions regarding health and safety protocols or require specific accommodations, please contact [Name of Contact/HR Department] by [Deadline Date].

We look forward to welcoming you back to the office.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]