

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Notice of Permanent Elimination of Telecommuting Status

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has completed a review of its current operational requirements and organizational structure. As a result of this review, the company has made the decision to permanently eliminate the telecommuting (remote work) status for your current role.

Effective [Insert Effective Date], your position will transition to a full-time, office-based role. Starting on this date, you will be expected to report to work daily at the following location:

[Insert Office Address/Department Location]

We understand that this change may require adjustments to your daily routine. Please take the time between now and the effective date to make the necessary arrangements for your return to the office. If you have any company-owned equipment at your remote workspace, please ensure it is brought to the office on your first day back.

If you have questions regarding this transition, please contact your immediate supervisor or the Human Resources department at [Insert Phone Number/Email].

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice regarding the elimination of my telecommuting status and understand the requirement to return to the office by the date specified above.

Signature: _____ Date: _____