

[Current Date]

[Employee Name]

[Employee ID]

[Employee Address]

**Subject: Notice of Mandatory Office Re-entry and Relocation Requirement**

Dear [Employee Name],

This letter serves as formal notification regarding a change in your work location status. Effective [Date], [Company Name] is transitioning from a fully remote model to an in-office requirement at our [Office Location/City] headquarters.

As your current residence is outside of a commutable distance to the office, you are required to relocate to the [Office Location] area to maintain your employment. The deadline for your relocation and first day of reporting in-person is [Final Deadline Date].

**Relocation Details:**

- **Assigned Office:** [Physical Address]
- **Relocation Assistance:** [Detail package here, e.g., "A one-time stipend of \$X" or "No relocation assistance is provided"]
- **Reporting Manager:** [Manager Name]

We understand that this transition involves significant planning. Please confirm your intent to relocate by signing and returning this letter by [Response Deadline Date].

If you choose not to relocate, your employment with [Company Name] will conclude on [Separation Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

I acknowledge receipt of this notice and [ ] intend to relocate / [ ] do not intend to relocate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_