Date: [Date]

To: [Employee Name]
Employee ID: [Employee ID Number]
Current Branch: [Current Branch Location]

Subject: Approval of Return to Home Branch Transfer

Dear [Employee Name],

We are pleased to inform you that your request to transfer back to your home branch has been officially approved by the Human Resources Department.

Please find the details of your transfer below:

- **Home Branch Location:** [Name/Address of Home Branch]
- **Effective Date of Transfer:** [Start Date]
- **Position/Title:** [Job Title]
- **Reporting Supervisor:** [Name of Manager at Home Branch]

All other terms and conditions of your employment contract remain unchanged. You are requested to complete any outstanding tasks at your current location and coordinate with your current supervisor regarding the handover process before your departure.

On your first day at the home branch, please report to [Name/Department] at [Time] for brief reintegration processing.

We welcome you back to your home branch and wish you continued success in your role.

Sincerely,

[Signature]

[Name of HR Manager]
[HR Department Name]
[Company Name]