[Current Date]

[Employee Name]
[Employee ID]
[Current Department/Branch]

Subject: Confirmation of Return to Home Branch Transfer

Dear [Employee Name],

We are pleased to confirm your transfer back to your home branch. Following the completion of your temporary assignment at [Temporary Branch Name], you are officially scheduled to return to your original work location.

Please find the details of your transfer below:

- **Home Branch Name:** [Name of Home Branch]
- **Effective Date of Return:** [Date]
- **Job Title:** [Position Title]
- **Reporting Manager:** [Manager Name]

You are expected to report for duty at [Time] on the effective date mentioned above. Please ensure that all pending tasks and handover processes at your current location are completed before your departure.

We thank you for your contributions during your temporary posting and welcome you back to your home team.

If you have any questions regarding your return, please contact the Human Resources department.

Best regards,

[Signature]
[Sender Name]
[Sender Title]
[Company Name]