[Current Date]

[Employee Name]
[Employee ID]
[Current Temporary Department]

Subject: Completion of Temporary Assignment and Return to Home Branch

Dear [Employee Name],

This letter serves as formal notification that your temporary assignment at [Current Temporary Branch/Location] is scheduled to conclude on [End Date].

Effective [Start Date at Home Branch], you are required to report back to your home branch located at [Home Branch Name/Address]. Your position will revert to [Original Job Title] reporting to [Manager Name].

Please ensure that all tasks related to your temporary assignment are finalized or handed over to [Name of Transition Contact] by your last day. You are also required to return any keys, security badges, or equipment specific to the temporary location before your departure.

We would like to thank you for your contributions and flexibility during this temporary placement. Your support has been greatly appreciated.

If you have any questions regarding your return transition, please contact the Human Resources department at [HR Phone Number/Email].

Sincerely,

[Signature]

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