[Current Date]

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

Subject: Notice of End of Secondment and Return to Home Branch

Dear [Employee Name],

This letter serves as formal confirmation that your secondment period at [Host Branch/Department Name] is scheduled to conclude on [End Date].

As per the terms of your secondment agreement dated [Start Date], you are required to return to your substantive position at your home branch. Please find the transfer details below:

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

On your final day at [Host Branch], please ensure that all department property, including security passes and equipment, are returned to [Relevant Department/Person].

We would like to take this opportunity to thank you for your contributions during your secondment. Your efforts have been greatly valued, and we wish you continued success as you return to your permanent team.

If you have any questions regarding your transition or logistics, please contact the Human Resources department.

Sincerely,

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