[Date]

[Employee Name]
[Employee ID]
[Home Address]

Dear [Employee Name],

Welcome back! We are pleased to formally confirm your reintegration and return to your home branch at [Branch Name], effective [Start Date].

We are excited to have you rejoin the local team. To ensure a smooth transition, please find your reintegration details below:

- **Position:** [Job Title]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Days/Hours]
- **Workspace Location:** [Desk/Office Number]

On your first day back, please report to [Manager Name] at [Time] for a brief re-orientation meeting. This session will cover updated branch protocols, current projects, and any necessary systems access renewals.

We value the experience you bring back to the branch. If you have any questions regarding your return or require specific support during your first few weeks, please contact [HR Name/Department] at [Contact Information].

We look forward to your continued success with us.

Sincerely,

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