[Date]

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

Subject: Notification of Payroll Adjustment - Return to Home Branch

Dear [Employee Name],

This letter is to formally confirm the adjustment to your payroll following your transfer back to your home branch, [Home Branch Name], effective [Date].

As you have completed your temporary assignment at [Temporary Branch Name], your compensation package will be reverted to reflect the standard structure of your home branch. Please note the following changes to your upcoming pay cycle:

- **Base Salary/Wage:** Adjusted to [Amount] per [Hour/Month].
- **Location Allowances:** Temporary cost-of-living or travel stipends associated with your temporary assignment will cease as of [End Date].
- **Benefit Adjustments:** [Specify any changes to local benefits or taxes, if applicable].

These updates will be reflected in your paycheck issued on [Pay Date]. We recommend reviewing your payslip via the employee portal to ensure all details are correct.

If you have any questions regarding these adjustments, please contact the Payroll Department at [Phone Number/Email Address].

Welcome back to your home branch. We appreciate your flexibility and continued contributions to the company.

Sincerely,

[Name]
[Title]
[Company Name]