[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Mandatory Return to On-Site Work

Dear [Employee Name],

This letter serves as formal notification that your current remote work arrangement is being transitioned to a mandatory on-site requirement. Effective [Date of Return], your primary place of work will be located at [Office Address/Location].

Starting on the effective date, you are expected to report to the office according to the following schedule:

- [Days of the week, e.g., Monday through Friday]
- [Working hours, e.g., 9:00 AM to 5:00 PM]

Please ensure that you have made all necessary personal arrangements to facilitate this transition. You are requested to meet with your supervisor, [Supervisor Name], at [Time] on your first day back to discuss your updated workspace and any immediate objectives.

If you have any questions regarding this transition or require information regarding office protocols, please contact the Human Resources department at [HR Phone Number/Email].

Thank you for your cooperation and your continued contributions to the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]