[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Request for Transfer from Remote to On-Site Work

Dear [Manager's Name],

I am writing to formally request a transition from my current remote work arrangement to a full-time on-site position at the [Office Location] office, effective [Desired Start Date].

After working remotely for [Duration], I believe that returning to the office will allow me to collaborate more effectively with the team, participate in in-person meetings, and contribute more directly to the workplace culture. I am confident that this change will enhance my professional productivity and alignment with the team's goals.

I am happy to discuss any logistical details or adjustments needed to facilitate this move. Please let me know the next steps in this process and if there is any specific documentation required.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]