[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notice of Transfer to On-Site Work Arrangement

Dear [Employee Name],

This letter is to formally notify you of a change regarding your current remote work arrangement. Effective [Effective Date], your position as [Job Title] will be transitioned from a remote status to an on-site requirement at our [Office Location/Branch] office.

This decision has been made by management to [Reason: e.g., enhance team collaboration / meet operational requirements / align with new company policy].

Your new working schedule will be as follows:

- Reporting Location: [Full Address of Office]
- Work Days: [e.g., Monday through Friday]
- Work Hours: [e.g., 9:00 AM to 5:00 PM]
- Reporting Manager: [Manager Name]

Please ensure that all company-provided equipment currently at your remote location is brought to the office on your first day, unless otherwise instructed by the IT department. We understand that this transition may require adjustments, and we encourage you to discuss any immediate logistical concerns with your supervisor or the HR department by [Deadline Date].

We look forward to having you back in the office and appreciate your continued contributions to the team.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]

Acknowledgment of Receipt:

I, [Employee Name], acknowledge that I have received this notice and understand the requirements for my return to the office on [Effective Date].

Signature: _____ Date: _____