[Your Name]
[Your Job Title]
[Your Employee ID Number]
[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 working arrangement to a full-time on-site position at the [Office Location] office. I would like this change to take effect on [Proposed Start Date].

Since joining the team in a remote capacity, I have enjoyed my role as [Job Title]. However, I believe that returning to the office will allow me to collaborate more effectively with my colleagues, participate more deeply in company culture, and increase my overall productivity through direct engagement with the team.

I am happy to discuss any logistical details regarding desk space or equipment requirements needed for this transition. Please let me know the next steps in the approval process or if there is a specific internal form I need to complete.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]