[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Approval of Transfer from Remote to On-Site Work

Dear [Employee Name],

We are pleased to inform you that your request to transfer from a remote work arrangement to an on-site position has been approved.

The details of your transfer are as follows:

- **Effective Date:** [Start Date]
- **Office Location:** [Building/Address]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Days/Hours]

As of the effective date, you will be expected to report to the office location listed above for all scheduled working hours. Please coordinate with [Department Name/HR] regarding your workspace assignment and the return of any home-office equipment if necessary.

All other terms and conditions of your employment contract remain unchanged. We look forward to having you join the team in person.

Please sign below to acknowledge your acceptance of these terms.

Sincerely,

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

_____
Employee Signature

_____
Date