[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Temporary On-Site Work Assignment

Dear [Employee Name],

This letter is to formally notify you that your current remote work arrangement will be transitioning to a temporary on-site assignment. This change is necessary to support [Reason for Transfer, e.g., specific project requirements, team collaboration, or training].

Details of the Transfer:

- **Effective Start Date:** [Start Date]
- **Expected End Date:** [End Date, or "Until further notice"]
- **Work Location:** [Office Address/Building/Desk Number]
- **Work Schedule:** [Days and Hours, e.g., Monday-Friday, 9:00 AM - 5:00 PM]

During this period, all other terms and conditions of your employment contract remain unchanged. Please ensure you bring any company-issued equipment required for your on-site duties.

Upon the completion of this temporary assignment, your work arrangement will be reviewed, and you will be notified of any further changes or the return to your remote status.

If you have any questions regarding this transition or require specific accommodations, please contact [Manager Name] or the HR Department by [Deadline Date].

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

Sincerely,

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