[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of Permanent On-Site Transfer

Dear [Employee Name],

This letter serves as formal notification that your current permanent remote work arrangement is being transitioned to a permanent on-site position. Effective [Start Date], your primary work location will be [Office Address/Location Name].

As of this date, you will be expected to report to the office during our standard business hours of [Start Time] to [End Time], [Days of the Week]. Your job title, salary, and benefits will remain unchanged as part of this transition.

Please report to [Manager Name/HR Representative] on your first day at [Time] for a brief orientation regarding office protocols and your workspace assignment.

If you have any questions regarding commuting benefits, parking, or the transition process, please contact the Human Resources department at [Phone Number/Email].

We look forward to having you back in the office and appreciate your cooperation during this transition.

Sincerely,

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

Acknowledgment:

I acknowledge receipt of this transfer notification and understand the requirements for returning to the office on [Start Date].

_____
[Employee Signature]

_____
[Date]