Subject: Change in Work Arrangement - Transition to Full On-Site Work

Dear [Employee Name],

This letter is to formally notify you of a change regarding your current work arrangement. Effective [Start Date], your position as [Job Title] will transition from a hybrid model to a full-time, on-site requirement.

Starting on the date mentioned above, you will be expected to report to the office located at [Office Address] for all scheduled work hours, from [Start Time] to [End Time], [Days of the Week].

This transition is being implemented to [Brief Reason, e.g., enhance team collaboration / meet operational requirements]. Your current compensation, benefits, and core job responsibilities will remain unchanged.

Please acknowledge the receipt of this notification by signing below and returning a copy to the HR department by [Deadline Date]. If you have any questions regarding this transition, please contact [Manager Name or HR Contact].

Thank you for your continued dedication to the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received and understood the notification regarding my transition to full-time on-site work.

Signature: _____ Date: _____