

Employee Transition to Office Work

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Transition to Office Work

Dear [Employee Name],

We are pleased to inform you that as part of our ongoing efforts to enhance collaboration and teamwork, you will be transitioning back to the office work environment. Your official return date is scheduled for [Insert Date].

In light of this transition, please note the following details:

- **Office Location:** [Insert Office Address]
- **Working Hours:** [Insert Working Hours]
- **Health and Safety Protocols:** [Insert any relevant protocols]

We understand that this transition may come with challenges, and we are committed to supporting you throughout this process. Please feel free to reach out to your manager or HR with any questions or concerns you may have.

Thank you for your continued dedication and flexibility during this time. We look forward to welcoming you back to the office!

Sincerely,

[Manager Name]

[Job Title]

[Company Name]