

In-Office Work Expectations

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: In-Office Work Expectations

Dear [Employee Name],

As we transition back to in-office work, I would like to outline the expectations that we have in place to ensure a productive and collaborative environment for everyone.

Work Hours

Employees are expected to be in the office from [Insert Start Time] to [Insert End Time] on scheduled workdays. Punctuality is important.

Attendance

Please ensure that you attend all scheduled meetings and be present at your desk during work hours unless you have informed the team in advance.

Communication

Maintain clear and open communication with your team members. Utilize our communication tools for updates and check-ins.

Health and Safety

Follow all health and safety protocols as outlined by our company policy. This includes maintaining cleanliness and adhering to any social distancing measures as required.

Thank you for your cooperation and understanding. If you have any questions or concerns regarding these expectations, please feel free to reach out to me directly.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]