

Mandatory In-Office Days Policy

Date: [Insert Date]

To: All Employees

Subject: Introduction of Mandatory In-Office Days Policy

Dear Team,

As part of our ongoing efforts to enhance collaboration and maintain our company culture, we are implementing a Mandatory In-Office Days Policy. This policy aims to ensure that all employees have the opportunity to engage with their colleagues and participate actively in our workplace environment.

The key details of the Mandatory In-Office Days Policy are as follows:

- All employees are required to be present in the office on [specific days, e.g., Mondays and Wednesdays] each week.
- Attendance will be monitored to ensure compliance with this policy.
- Exceptions may be made for valid reasons such as medical issues or other unique circumstances, which must be communicated to your manager.

We believe that these in-office days will benefit both individual and team performance, fostering a more cohesive and productive working environment.

Thank you for your cooperation and commitment to making our workplace the best it can be.

Sincerely,

[Your Name]

[Your Position]

[Company Name]