

Return-to-Office Guidelines

Dear Team,

As we prepare to resume on-site work, we would like to provide you with our Return-to-Office guidelines to ensure a smooth transition.

1. Health and Safety Protocols

- All employees must complete a health screening before returning to the office.
- Masks are required in common areas.
- Hand sanitizers will be available throughout the office.

2. Work Schedule

The following schedule will be implemented:

- Team A: Monday, Wednesday, Friday
- Team B: Tuesday, Thursday

3. Workspace Arrangements

Workstations will be rearranged to maintain social distancing. Please do not move any furniture.

4. Communication

If you have any questions or concerns, please reach out to your manager or HR.

Thank you for your cooperation and understanding. We look forward to seeing everyone back in the office.

Sincerely,

Your Management Team