

# Subject: Voluntary Return to Office Announcement

Dear Team,

We hope this message finds you well. We are excited to announce that we will be implementing a voluntary return to the office policy starting on [Start Date]. This initiative allows employees who wish to work from the office to do so while continuing to respect the flexible work arrangements that have been in place.

Those who choose to return to the office will enjoy enhanced collaboration opportunities and resources available onsite. We have ensured that the office space adheres to all health and safety guidelines to provide a comfortable and secure working environment.

If you are interested in returning to the office, please notify your manager by [Response Deadline]. We encourage everyone to make the decision that best suits their needs and preferences.

Thank you for your continued adaptability and support during these changing times. We look forward to seeing some of you in the office soon!

Best regards,

[Your Name]  
[Your Position]  
[Your Company]