

# Return to Office Instructions

Dear [Employee's Name],

We are excited to welcome you back to the office starting [Start Date]. Below are the instructions to ensure a smooth transition:

## Work Schedule

Your work schedule will be as follows:

- Monday to Friday: [Working Hours]
- Remote Days: [Specify any remote days if applicable]

## Health and Safety Protocols

Please adhere to the following health and safety guidelines:

- Wear a mask in common areas.
- Practice social distancing where possible.
- Complete the daily health screening questionnaire before entering the office.

## Office Amenities

The following amenities will be available:

- Cafeteria: Open from [Hours]
- Meeting Rooms: Reservation required.
- Parking: Available on a first-come, first-served basis.

## Contact Information

If you have any questions or concerns, please contact [Supervisor's Name] at [Supervisor's Email/Phone Number].

We look forward to seeing you back in the office!

Best regards,

[Your Name]

[Your Position]

[Company Name]