

# Gradual Return to Workplace Strategy

Date: [Insert Date]

Dear [Employee's Name],

As we navigate through the transition back to our workplace, we want to ensure a smooth and gradual return for all our employees. Your health and safety are our utmost priority.

We are pleased to announce the following strategy for a gradual return to the workplace:

## **Phase 1: Remote Work (Weeks 1-2)**

- All employees will continue to work remotely.

## **Phase 2: Partial Return (Weeks 3-4)**

- 20% of employees will return to the office on a voluntary basis.
- Strict health protocols and social distancing measures will be enforced.

## **Phase 3: Increased Capacity (Weeks 5-6)**

- 50% of employees may return to the office.
- Flexible schedules will be available to minimize overlap.

## **Phase 4: Full Capacity (Week 7 Onward)**

- Full staff return will be evaluated based on health guidelines.
- Continued monitoring of health protocols.

Please keep an eye out for further updates and do not hesitate to reach out if you have any questions or concerns.

Thank you for your cooperation and commitment during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]