

# Team Resumption of Onsite Duties

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Resumption of Onsite Duties

Dear Team,

I hope this message finds you well. I am writing to inform you that with the current improvement in the situation and in line with our company policies, we will be resuming onsite duties starting [insert date]. This decision has been made to enhance collaboration and efficiency within our team.

Please take note of the following details regarding the return:

- Effective Date: [Insert Date]
- Working Hours: [Insert Time to Time]
- Location: [Insert Location]

We understand that this may require some adjustments, so please feel free to reach out if you have any concerns or require assistance regarding your transition back to the office.

Thank you for your continued cooperation and understanding. Looking forward to seeing everyone back onsite!

Best regards,

[Your Name]

[Your Position]

[Company Name]