

Letter to Staff Members

Date: [Insert Date]

Dear Staff Members,

We are excited to announce that our school will be reopening on [Insert Reopening Date]. We have been working diligently to ensure a safe and supportive environment for all our students and staff.

Please take note of the following important information:

- All staff members are required to attend a safety training session on [Insert Date].
- School hours will be from [Insert Start Time] to [Insert End Time].
- Please ensure to follow the health and safety protocols outlined in the staff handbook.
- We encourage all staff to share any concerns they may have prior to reopening.

Thank you for your ongoing commitment and support. Together, we will create a safe and effective learning environment for our students.

Sincerely,

[Your Name]

[Your Position]

[School Name]