

BACK TO OFFICE

MEMO

Memo: Back to Office

To:	[Your Company Name] Employees
From:	[Your Name]
Date:	January 20, 2055
Subject:	Return To Office Plans

Dear Team,

We hope this memo finds you well. We would like to update you on our plans regarding the return to the office. Given the current conditions, we are planning a phased return that will allow us to ensure the safety of all our employees.

To smoothly transition from remote to office work, we will be implementing a schedule where departments will alternate their presence in the office. This schedule will be released in the upcoming week.