MEMO TO ALL STAFF RE: RETURN TO OFFICE

Dear Staff,

We hope this message finds you well. We would like to extend our gratitude for the flexibility our staff members demonstrated while <Organization Name> was navigating the evolving landscape of remote work during and after the COVID-19 pandemic. There were changes to the ways that many of us worked and they were necessary because of the pandemic and its challenges. The purpose of this memo is to communicate upcoming changes to our approach to remote work in 2024 and moving forward.

To those who have been working remotely, we would like to express our appreciation for your flexibility and dedication to<Organization Name> during these unprecedented times.

Moving forward, we will be initiating a phased return-to-office plan for all employees of<Organization Name>. We recognize the importance of a smooth transition and are providing this memo as part of our advance notice to ensure a seamless return-to-office transition. We value the contributions and commitment of all our employees and we are committed to maintaining a safe and healthy work environment.   
  
<Organization Name> will request that all employees return to in-person work at the office located at [Insert Address] by [Insert Date]. This is our first notice of the intended change; employees will be receiving personalized letters indicating specifics for their employment conditions.   
  
If you have any questions, concerns, or would like to discuss this transition back to the office, please contact [Insert Name/Title].   
  
Once again, we value each of our employees and look forward to returning to the office and working together. Thank you for your understanding and continued cooperation.   
  
Best regards,

[Insert Name, Title]  
<Organization Name>