

Daniel Mihovch

Professor White

ENGL 312

6, October 2025

Internal Messaging (opt 1)

TO: ALL STAFF

FROM: CEO DAN MIHOVCH

SUBJECT: Return to Office

Hello esteemed employees,

Yes, this is the email you've all been dreading. I know sipping home brewed espresso and petting your cats is much more enjoyable in the morning than stale drip and your desk-neighbor's chit chat, but it is high time we begin migrating back to the office.

Although you have all demonstrated tremendous effort and have truly exceeded all expectations of work from home, I believe it is in the best interest of the company to reestablish a community and culture in the office. Since our transition to work from home, we have steadily hit our goals and achieved what we have set out to achieve, but I do not believe this is enough, not for me, not for our clients, and especially, not for you.

This company has always been built on innovation, new lines of thought, and experimentation, and this is one area that has notably stagnated since our online transition. It has been shown that we, as humans, are more creative and innovative when working in close proximity to one another, in a team. This is what I yearn to bring back to the company.

Starting next quarter, in order to give everybody time to prepare and adjust, we will be back in the office for three days a week, Tuesday through Thursday. This will allow everybody to retain a good portion of the work-life balance that has been reported as a major draw of online work, by padding your weekends with online days. This shift will also be accompanied by a slight alteration in our weekly schedule. We are going to shift meetings pertaining to idea generation and creative aspects of projects to Tuesday, Wednesday, Thursday, and leave the work of implementation mostly to our online days on Monday and Friday. I will be listening closely and taking feedback from you all on this new arrangement, and if there are valid critiques or concerns that can be backed up with performance stats, we will implement changes. My goal with this shift back to the office is to bring some life back to this company, and to maximize as best I can your career satisfaction and the company's performance, so hopefully we can all grow together. Who knows, maybe we can even throw a few espresso machines and an office cat in to make our workspace more inviting.

See you all soon,

Dan Mihovch, CEO