

TO: ALL STAFF

FROM: CEO

SUBJECT: Transferring back to the office

Good afternoon, I hope this message finds you well. Due to the drastic decline in COVID-19 cases over the past few months, I have decided it would be best for us to start transitioning back to working at the office. I realize that many of us have gotten comfortable with our remote positions and a change this big could negatively impact performance if we don't handle it the right way; so I have come up with the following three week plan.

Starting next week, I ask that you come into the office at least once any day you want in order to set up your workstation the way you want and to get a feel for office life again. You are more than welcome to come more than once; however, it is not required. The following week I ask that you visit the schedule attached to this email and come to the office the three days you are scheduled to come in. I have set up a schedule where each team comes in on the same day in order to reassociate with in person group work.

Finally, the third week of this process is full time integration back into the workplace. By taking these three weeks to slowly work our ways back into the office, I am positive we will not show signs of decreased productivity. I am very impressed by the work you all have put out over these tough times the past two years and I hope this trend can continue while we work together in person. I am excited to see you all back in the office starting next week.

Thank you for your time and please let me know if you have any questions or concerns.

Best,

CEO