

To: Executive Committee

From: Cross-Functional RTO Planning Committee

Date: [Insert Date]

Subject: Recommendation for Phased Return to Office (RTO) Strategy

Dear Members of the Executive Committee,

Following a comprehensive review of operational requirements, employee feedback, and departmental needs, the Cross-Functional RTO Planning Committee submits the following recommendation for our transition back to the physical workplace.

1. Recommended Model

We recommend a [Hybrid/Full-Time/Flexible] model. Under this structure, employees will be expected to be in the office [Number] days per week, effective [Start Date].

2. Phased Implementation Timeline

- **Phase 1 (Preparation):** [Date range] - Facility updates and safety protocol briefings.
- **Phase 2 (Soft Launch):** [Date range] - Voluntary return for leadership and essential functions.
- **Phase 3 (Full Integration):** [Date range] - All staff adhering to the new schedule.

3. Cross-Functional Considerations

- **Operations:** Desk sharing and workspace optimization protocols have been established.
- **Human Resources:** Updated attendance policies and wellness support programs are ready for rollout.
- **IT/Infrastructure:** On-site hardware audits and hybrid meeting room upgrades are complete.
- **Finance:** Estimated impact on facility overhead and travel budgets has been reconciled.

4. Key Objectives

This recommendation aims to restore face-to-face collaboration, strengthen company culture, and maintain the flexibility required to retain top talent.

5. Next Steps

Upon your approval, the committee will initiate the formal communication plan to all department heads and staff members.

We look forward to your feedback and are available to discuss these details at your convenience.

Best regards,

[Your Name/Lead Representative Name]

[Title]

On behalf of the Cross-Functional RTO Planning Committee