[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Phased Return to On-Site Work

Dear [Employee Name],

As part of our updated operational plan, [Company Name] is beginning a phased transition to bring employees back to the office. This approach is designed to ensure a smooth and safe return to on-site collaboration.

Your transition schedule is outlined below:

- **Phase 1: [Start Date]**
  You are requested to work from the office [Number] days per week. Your designated on-site days will be [Specific Days].
- **Phase 2: [Start Date]**
  On-site frequency will increase to [Number] days per week.
- **Phase 3: [Start Date]**
  Full-time on-site operations resume or [Final Hybrid Schedule] begins.

Key Information:

- **Workstation:** Your assigned workspace is [Location/Desk Number].
- **Safety Protocols:** Please review the attached health and safety guidelines prior to your first day back.
- **Equipment:** If you took company hardware home, please [instructions for returning or keeping equipment].

We understand that this transition may require adjustments. If you have specific concerns or require accommodations, please contact [HR Contact Name/Department] by [Date].

We look forward to seeing you in person again.

Sincerely,

[Signature]
[Manager Name]
[Title]