Return to office announcement email

Announce at least 60 to 90 days before the change for most teams, so people can arrange childcare and commuting. Send a reminder with practical details one to two weeks before the first in-office day.

COMPANY-WIDE HYBRID POLICY

Subject: Our hybrid work policy starting [Effective Date]

Hi everyone,

Starting [Effective Date], we're moving to a hybrid schedule: [Number] days a week in the office, with [Anchor Days, e.g. Tuesday and Wednesday] as team days when everyone is in.

Why we're making this change: [One or two honest sentences, e.g. new hires on our operations team are taking twice as long to reach full productivity when trained remotely, and our client project teams have asked for more in-person planning time].

What this means for you:

- Your in-office days: [Schedule Details]
- Your office: [Office Location]. [Parking, transit or desk booking details.]
- Remote-hired employees: [How fully remote roles are treated]
- Exceptions and accommodations: talk to your manager or [HR Contact]. Requests related to disability, pregnancy or religion will be handled through our accommodation process.

The full policy is here: [Policy Link]. We'll hold Q&A sessions on [Session Dates]. Your manager will meet with your team before [Date] to work through the details.

[Executive Name]
[Title], [Company]

FULL RETURN TO OFFICE

Subject: Returning to the office full time on [Effective Date]

Hi everyone,

From [Effective Date], we're asking everyone in [Teams or Locations] to work from the office [Number] days a week.

This wasn't an easy decision. [Honest reason, e.g. most of our work is in-person client service and training, and splitting the team has made coverage and coaching harder.] We know many of you have built routines around remote work, which is why we're giving [Notice Period] notice.

What's next:

- Your manager will talk with you individually by [Date] about your schedule.

- If you have circumstances that make this difficult, raise them with your manager or [HR Contact]. We'll look at each request.
- Accommodation requests go through [Accommodation Process].
- Practical details on desks, parking and equipment will follow by [Date].

Full policy and FAQ: [Policy Link].

[Executive Name]
[Title], [Company]

MANAGER TO TEAM

Subject: What the new office policy means for our team

Hi team,

You'll have seen [Executive Name]'s email about the new hybrid policy starting [Effective Date]. Here's how it will work for us:

- Our team days: [Days]
- Standups on those days will be in person in [Room].
- Focus days at home: [Days]

I'd like to meet with each of you this week to hear about anything that makes the new schedule hard, like commute, childcare or health. Book a slot here: [Booking Link].

I'll keep an eye on how it's working and feed back to leadership.

[Manager Name]

REMINDER BEFORE DAY ONE

Subject: Back in the office on [Effective Date]: what to know

Hi [First Name],

A reminder that the new office schedule starts [Effective Date]. A few practical details:

- Desk booking: [Desk Booking Link or Process]
- Building access: [Badge Details]
- Parking and transit: [Parking or Commuter Benefit Details]
- Equipment: [What to bring or what will be provided]
- Lunch on day one: [Plan, if any]

Questions? Ask your manager or [HR Contact].

[Your Name]

[Title], [Company]

SUBJECT LINE IDEAS

- Our hybrid work policy starting [Effective Date]
- Returning to the office on [Effective Date]
- Changes to where we work
- What the new office policy means for our team
- Back in the office on [Effective Date]: what to know
- Your in-office schedule from [Effective Date]
- Q&A sessions on our return to office plan

SMS / WHATSAPP VERSION

Hi [First Name], [Company] here. Reminder: the new office schedule starts [Effective Date], with in-office days on [Anchor Days]. Desk booking, parking and badge details are in your email. Questions? Ask your manager.

Placeholders to replace: [First Name], [Effective Date], [Number], [Anchor Days], [Schedule Details], [Office Location], [Teams or Locations], [Notice Period], [Policy Link], [Session Dates], [Accommodation Process], [Booking Link], [HR Contact], [Executive Name], [Manager Name], [Your Name], [Title], [Company]