**100% On-Site**

Dear [\_\_\_\_\_\_\_\_]:

We are reaching out today to let you know the current status of your work arrangement. The safety and health of our employees is a top priority; therefore, we have taken the necessary steps to prepare for a safe environment in anticipation of employees returning to campus. This includes assessing what work must be performed on campus and what work can continue to be performed remotely.

Your job cannot be effectively performed remotely (or, is necessary to be done on campus to support campus operations), therefore, the expectation is that you will return to campus for work. As such, effective \_\_\_\_\_\_\_, you will be returning to 100% work on campus. I [your manager] will reach out to you to clarify any additional arrangements and confirm your schedule in preparation for your return to campus.

If there are any personal circumstances which prevent you from returning to campus, please contact me at \_\_\_\_\_\_\_\_\_\_ so we can discuss your situation and appropriate next steps.

Sincerely,

**Hybrid Remote and On-Site**

Dear [\_\_\_\_\_\_\_\_]:

We are reaching out today to let you know the current status of your work arrangement. The safety and health of our employees is a top priority; therefore, we have taken the necessary steps to prepare for a safe environment in anticipation of employees returning to campus. This includes assessing what work must be performed on campus and what work can continue to be performed remotely.

Effective \_\_\_\_\_\_\_, you will begin a hybrid work schedule. A hybrid schedule implies that a portion of your work will be performed on campus and a portion of your work will be performed remotely.

Per our discussion, your schedule will be:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

**Or**

I [your manager] will reach out to you to clarify any additional arrangements and confirm your schedule in preparation for your return to campus.

If there are any personal circumstances which prevent you from returning to campus, please contact me at \_\_\_\_\_\_\_\_\_\_ so we can discuss your situation and appropriate next steps.

Sincerely,

**100% Remote**

Dear [\_\_\_\_\_\_\_\_]:

We are reaching out today to let you know the current status of your work arrangement. The safety and health of our employees is a top priority; therefore, we have taken the necessary steps to prepare for a safe environment in anticipation of employees returning to campus. This includes assessing what work must be performed on campus and what work can continue to be performed remotely.

Your job can be effectively performed remotely, therefore, the expectation is that you will continue to perform your work remotely. I [your manager] will reach out to you to clarify any additional arrangements that will need to be made if you need to come to campus to retrieve equipment, supplies, or work materials.

If there are any personal circumstances which prevent you from returning to campus, please contact me at \_\_\_\_\_\_\_\_\_\_ so we can discuss your situation and appropriate next steps.

Sincerely,