

Return to office announcement email template

Announce a return-to-office or hybrid policy with the schedule, reasons, flexibility, and accommodation process.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Return-to-office announcements are among the most scrutinized emails HR helps write. Employees have built routines, childcare, and commutes around remote work, and many will read the message looking for what it costs them. Clear reasoning, enough notice, and a real process for exceptions make the difference between grudging compliance and a wave of resignations.

State the policy precisely: how many days, which days, starting when, and for whom. Explain the reason honestly. Say how exceptions and accommodation requests work. Our remote and hybrid workforce guide covers how to design these policies, and the accommodation request acknowledgment helps you respond to requests that follow.

Version 1: Hybrid policy announcement

SUBJECT Our hybrid work policy starting [Date]

Hi everyone,

Starting [Date], we are moving to a hybrid schedule for employees within [Number] miles of [Office or offices]. Here is what that means.

The schedule: in the office [Number] days a week, on [Days, or team-chosen days]. The rest of the week, you can work from home.

Why: [One or two honest sentences, for example, onboarding and cross-team projects go noticeably better when people are together].

Who it applies to: [Roles or locations]. Employees hired as fully remote [will stay remote / will hear from their manager].

Flexibility: if you have a personal situation that makes this schedule hard, talk to your manager. If you need an accommodation for a disability, pregnancy, or religious practice, contact [HR contact] and we will work with you individually.

What we are doing to make office days worthwhile: [Specific improvements, such as team anchor days, lunch on Tuesdays, or more meeting rooms].

We will hold a Q&A on [Date]: [Link]. An FAQ is here: [Link].

[Executive name]
[Title], [Company]

Version 2: Manager follow-up to the team

SUBJECT What our hybrid schedule looks like for [Team]

Hi team,

Following [Executive name]'s note, here is how the new schedule works for us. Our in-office days will be [Days], starting [Date].

On those days, we will [keep meetings and collaboration], and we will keep [Other days] mostly free of meetings for focused work.

If the schedule creates a problem for you, come talk to me. I would rather solve it together now than have you struggle quietly.

[Manager name]

Subject lines to try

- Our hybrid work policy starting [Date]
- What our hybrid schedule looks like for [Team]
- Return to office: schedule and FAQ
- Changes to where we work, starting [Date]
- Office days for [Team] starting [Date]

How to personalize it

- Give at least 30 to 60 days of notice so people can arrange childcare and commutes.
- Explain the business reason honestly.
- Describe the accommodation process clearly.
- Make office days worth the commute, with team time scheduled for them.

Mistakes to avoid

- Applying the policy differently to similar roles without explanation.

- Treating every exception request as an ADA request, or none of them.
- Announcing the policy and then not enforcing it.
- Ignoring commute costs and time in the reasoning.

Legal and compliance notes

Requests to keep working remotely because of a disability are accommodation requests under the ADA, and you must engage in the interactive process, though remote work isn't automatically required. The Pregnant Workers Fairness Act, in effect since June 2023, covers known limitations related to pregnancy, and the EEOC's regulations list telework as a possible accommodation. Religious accommodation requests follow the *Groff v. DeJoy* standard. Apply the policy consistently to avoid discrimination claims.

When to send it

At least 30 days before the start, and 60 to 90 days if the change is large. Brief managers a few days ahead with an FAQ. Avoid announcing during holiday periods or right after layoffs.

Before you hit send

- The subject line says what changed and when, and it reads well on a phone.
- Managers were briefed and can answer questions the same day.
- Anyone personally affected heard the news privately first.
- The effective date and any action required appear in the first three lines.
- Employees without company email will get it through managers, texts, or posters.

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