

Formal welcome back after company-wide vacation

Subject: Welcome Back to the Office

Dear Team,

I hope you all enjoyed your well-deserved break and had the opportunity to rest, recharge, and spend time with your loved ones. As we return to the office, I want to extend my warmest welcome back to each of you.

This year brings new opportunities, challenges, and achievements. Together, I am confident that we will continue to make meaningful progress toward our goals. Your dedication and commitment remain the foundation of our success.

Let's start this new chapter with energy, positivity, and teamwork. I look forward to seeing the creativity and collaboration that make our team so unique.

Sincerely,

[Your Name]

[Your Title]

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