

Subject line: Updates to our Work-From-Home Model

10 May 2024

Dear valued employees of Choose Chicago,

I hope this email finds you well. I am reaching out on behalf of the HR team to provide updates about our policy regarding work-from-home procedures moving forward.

Firstly, I want to express my gratitude for your flexibility these past few years, it has not been easy on anyone. After careful consideration and discussion with all department heads, Choose Chicago has decided to move to a hybrid workplace. Starting next month, June 1, 2024, all employees will be required to work in person at our office for three days a week. Employees will be allowed to choose which days they will be in the office depending on their job requirements and convenience. Employees are welcome to be in person as many days a week as they would like as long as they are meeting the minimum of three in-office days per week.

We understand that every employee has different out-of-work responsibilities which is why we have opted to keep two flex days a week to allow for individuals to create their schedules based on personal needs. As a company, we value our employees and their work-life balance. Our focus remains on results rather than rigid schedules.

We encourage all team members to regularly check and update our internal communication channels to allow for seamless communication between in-person and remote workers. All department heads will be contacting their teams shortly to provide further, more specific guidelines for each job title.

We understand change can be hard and that adapting to our new policy may take some time to get used to. Your well-being is a priority to us. If this policy results in you feeling overwhelmed, please contact our HR team. Your input is valid, please pass along all feedback regarding this policy to your direct supervisor.

Thank you for your adaptability and resilience. During this time, as we enter a new era for Choose Chicago, we should all work together to create a community of support.

Best regards,

Choose Chicago HR