

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hybrid Work Policy Implementation

I hope this message finds you well. I am writing to formally introduce and outline our new hybrid work policies that are set to be implemented starting [effective date].

In light of our commitment to fostering a flexible work environment, these policies aim to balance the benefits of in-office collaboration and remote work. Key aspects of the hybrid work policy include:

1. **Work Schedule**: Employees will work [insert number] days in the office and [insert number] days remotely each week.
2. **Flexibility**: Employees may request adjustments to their schedules to accommodate personal commitments, which will be reviewed on a case-by-case basis.
3. **Communication**: Regular check-ins and team meetings will be held to maintain strong communication and collaboration among team members.
4. **Performance Metrics**: Clear performance metrics will be established to ensure that employees are meeting their responsibilities, regardless of their work location.

We believe that this approach will enhance productivity while also promoting a healthy work-life balance for our team members. We welcome your feedback and suggestions as we move forward to finalize these policies.

Thank you for your attention and support in this initiative. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]