

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Hybrid Work Agreement

This letter serves as a formal agreement regarding your hybrid work arrangements with [Company Name]. We appreciate your contributions and are pleased to outline the terms of your hybrid work schedule.

1. **\*\*Work Schedule\*\***:

You will work [number] days in the office and [number] days remotely each week. Your designated in-office days are [specify days].

2. **\*\*Hours of Work\*\***:

Your regular work hours will remain [start time] to [end time], [specify days].

3. **\*\*Communication and Availability\*\***:

You are expected to be reachable during work hours via [specify communication methods].

4. **\*\*Performance Expectations\*\***:

You will adhere to the same performance and productivity standards as if you were working in-office.

5. **\*\*Equipment and Resources\*\***:

[Specify any company-provided equipment or resources related to remote work.]

6. **\*\*Review Period\*\***:

This agreement will be reviewed on [review date]. Adjustments may be made based on operational needs.

Please sign below to indicate your acceptance of this hybrid work agreement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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[Employee's Name]

[Date]