

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Hybrid Work Initiative

We are excited to announce the launch of our Hybrid Work Initiative, designed to offer greater flexibility and enhance work-life balance for our team members.

Program Overview:

- [Brief description of the initiative]
- [Details on work-from-home days and in-office days]
- [Any required tools or resources provided by the company]

Implementation Timeline:

- Start Date: [Insert Date]
- Review Period: [Insert Duration]

Expectations:

- [Outline any expectations from the employees regarding communication and performance]
- [Mention any required meetings and check-ins]

We believe this initiative will help foster a more productive and satisfying work environment. Should you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]