

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Hybrid Working Guidelines

As we continue to evolve our work environment, we are excited to introduce our hybrid working guidelines that aim to balance flexibility and productivity. Below are the key points regarding our hybrid work model:

1. ****Work Schedule****

- Employees are expected to work [insert number] days in the office and [insert number] days remotely each week.
- Please coordinate with your team to establish a schedule that works best for everyone.

2. ****Communication****

- Maintain regular communication with your team through [insert communication tools, e.g., Slack, email, meetings].
- Ensure that all project updates and status reports are shared in a timely manner.

3. ****Performance Expectations****

- Set clear objectives and deliverables for your assignments.
- Regular check-ins with managers are encouraged to discuss progress and address any concerns.

4. ****Health and Safety****

- Follow all health guidelines and protocols while in the office.
- If you feel unwell or are required to isolate, please inform your manager immediately.

5. ****IT Support****

- Our IT team is available for remote support. If you encounter any tech issues while working from home, please reach out to [IT contact information].

We believe these guidelines will foster a productive and supportive work environment. Your cooperation and commitment are crucial as we navigate this new way of working.

If you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Company Name]

[Optional: Company Logo]

[Optional: Company Website]