

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inform you about the implementation of a hybrid work setup within our team, which will take effect starting [start date]. This new arrangement aims to enhance flexibility while maintaining productivity and collaboration among team members.

Key details of the hybrid work setup are as follows:

1. ****Work Schedule****: Employees will alternate between in-office and remote work, following the schedule of [insert schedule details].
2. ****In-Office Days****: Team meetings and collaborative sessions will be held on [specify days/times], and attendance is encouraged to foster teamwork.
3. ****Remote Work Guidelines****: During remote workdays, employees are expected to maintain regular working hours and be available through [specify communication channels].

We believe this approach will not only boost morale but also allow for a better work-life balance. Should you have any questions or need further clarification, please feel free to reach out.

Thank you for your understanding and support as we transition to this new work model.

Best regards,

[Your Name]

[Your Contact Information]