

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. As we continue to adapt to our hybrid work model, I would like to outline our expectations to ensure a smooth and productive collaboration.

****Work Schedule:****

- Employees are expected to be available during core business hours, from [start time] to [end time], on [days in-office vs. remote].
- Please confirm your in-office days each week by [deadline].

****Communication:****

- Use [preferred communication tools] for daily check-ins and project updates.
- Attend required team meetings scheduled on [days/times].

****Performance:****

- Set clear goals for both in-office and remote work days, to be reviewed on a [weekly/bi-weekly/monthly] basis.
- Stay accountable for deliverables and deadlines as per your project plan.

****Work Environment:****

- Ensure your home office is conducive to productive work during remote days.
- Follow ergonomic and health guidelines while working remotely.

****Feedback:****

- Regular feedback sessions will be held to discuss performance and address any concerns.

Please let me know if you have any questions or require clarification regarding these expectations. I appreciate your cooperation as we embrace this flexible work environment.

Best regards,

[Your Name]
[Your Position]
[Your Company]