

Subject: Hybrid Work Role Communication

Dear [Team/Employee Name],

I hope this message finds you well. I am writing to share important details regarding our hybrid work model and what it means for your role moving forward.

****Role Overview:****

- ****Position Title:**** [Your Position]
- ****Hybrid Work Schedule:**** [e.g., 3 days in office, 2 days remote]
- ****Office Days:**** [Specify days, e.g., Monday, Tuesday, Wednesday]
- ****Remote Days:**** [Specify days, e.g., Thursday, Friday]

****Expectations:****

- ****Availability:**** [Timeframe you need to be reachable/online]
- ****Meetings:**** [Guideline on in-person vs. virtual meetings]
- ****Collaboration Tools:**** [Specify platforms for communication and collaboration]

****Resources:****

- [Link to hybrid work policy]
- [Link to calendar for office days]
- [Contact for any questions or support]

Thank you for your continued dedication and flexibility as we adapt to this new work model. Please feel free to reach out if you have any questions or concerns.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]