

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Hybrid Work Arrangement

We are pleased to inform you that your request for a hybrid work arrangement has been approved. Effective [Start Date], you will have the flexibility to work both remotely and in the office under the following terms:

1. **\*\*Work Schedule\*\***:

- In-office days: [Specify days]
- Remote days: [Specify days]

2. **\*\*Hours of Work\*\***:

- Standard working hours will remain [Specify hours], regardless of your work location.

3. **\*\*Communication\*\***:

- You are expected to remain accessible via [Specify communication tools, e.g., email, Slack, etc.] during working hours.

4. **\*\*Performance Expectations\*\***:

- You will continue to meet performance goals as outlined in your previous reviews. Regular check-ins will occur [Specify frequency].

5. **\*\*Equipment and Resources\*\***:

- You will receive [List any equipment, e.g., laptop, software, etc.], which is expected to be used for work purposes only.

This hybrid work arrangement is subject to periodic review and may be adjusted based on company needs or your performance. Please sign below to acknowledge your acceptance of these terms.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

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[Employee Name]

[Date]