

Subject: Important Update: Changes to Hybrid Work Policy

Dear [Team/Employee Name],

I hope this message finds you well. I want to take a moment to inform you about some upcoming changes to our hybrid work policy.

****Effective Date:**** [Insert Date]

****Key Changes:****

1. ****Work Schedule Adjustments:****

- [Detail any changes to in-office and remote workdays]

2. ****Procedure for Remote Work Requests:****

- [Outline any new protocols or forms required]

3. ****Communication Expectations:****

- [Briefly explain any new communication guidelines or tools]

4. ****Resources and Support:****

- [Provide information on available resources for employees adapting to these changes]

We appreciate your flexibility and commitment during this transition.

Please don't hesitate to reach out if you have any questions or concerns.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]