

Hybrid Work Model Implementation Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are excited to announce the implementation of our Hybrid Work Model, effective [Insert Effective Date]. This model is designed to provide flexibility while maintaining our commitment to teamwork and productivity.

Key Details of the Hybrid Work Model:

- Employees will have the option to work remotely [Insert Number] days per week.
- On-site days will be [Insert Days] for team collaboration and meetings.
- All employees must ensure their availability during core working hours [Insert Hours].
- Communication tools and resources will be provided to facilitate remote work.

Please discuss your specific work schedule with your manager by [Insert Deadline]. We believe this model will enhance work-life balance while allowing us to achieve our business objectives.

Thank you for your cooperation and commitment to making this transition successful.

Sincerely,

[Your Name]

[Your Title]

[Company Name]