

Dear Team,

I hope this message finds you well. As we continue to adapt to the evolving work environment, I am excited to introduce our new hybrid work model, which will offer a flexible blend of remote and in-office work.

This model is designed to enhance productivity, promote work-life balance, and maintain collaboration among team members. Starting [insert start date], you will have the opportunity to choose your work schedule and decide which days you would prefer to work from home and which days to come into the office.

We recognize that every employee has different needs, and the hybrid model will allow for customization according to individual roles and responsibilities while ensuring that we remain aligned with our team objectives.

For more details on the implementation and guidelines of the hybrid model, please refer to the attached document. We will also be hosting a Q&A session on [insert date and time] to address any questions or concerns you may have.

Thank you for your continued dedication and support as we transition to this new working arrangement.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]