

Hybrid Work Model Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Confirmation of Hybrid Work Model

Dear [Employee's Name],

We are pleased to confirm your participation in the hybrid work model starting from [start date]. As discussed, your schedule will include a combination of in-office and remote work.

Your designated in-office days will be: [Insert Days]. The remaining days will be remote. Please ensure that you are available during our core working hours from [Insert Hours].

We believe this model will support both your productivity and work-life balance. Should you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Manager's Name]

[Manager's Title]