

Dear Team,

On behalf of the executive leadership team, I am pleased to officially welcome you to our hybrid work model. This transition represents our commitment to flexibility, balance, and the continued success of our organization.

Our goal is to combine the benefits of remote work with the invaluable energy and collaboration that happens when we are together in the office. We believe this approach will empower you to do your best work while maintaining a healthy work-life integration.

What to Expect:

- **Collaboration:** Use your time in the office for face-to-face meetings, brainstorming sessions, and team building.
- **Flexibility:** Use your remote days for focused, individual tasks and personal scheduling needs.
- **Support:** We are committed to providing the tools and technology you need to remain productive and connected, regardless of your location.

We understand that adjusting to a new routine takes time. We encourage you to maintain open communication with your managers and provide feedback as we navigate this new chapter together.

Thank you for your hard work, your resilience, and your dedication to our mission. We look forward to seeing the great things we will achieve in this new environment.

Best regards,

[Executive Name]

[Title]

[Company Name]