

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to work-life balance and productivity, we are pleased to confirm your eligibility for our flexible schedule and hybrid work policy.

**Your Hybrid Schedule:**

- **In-Office Days:** [e.g., Tuesday and Wednesday]
- **Remote Days:** [e.g., Monday, Thursday, and Friday]
- **Office Location:** [Office Address/Desk Number]

**Flexible Hours:**

We offer core hours between [Time, e.g., 10:00 AM and 3:00 PM]. Outside of these hours, you may adjust your start and end times to suit your personal schedule, provided you complete your daily [Number] hours and attend all scheduled meetings.

**Communication & Tools:**

To stay connected, we utilize the following platforms:

- **Messaging:** [e.g., Slack/Microsoft Teams]
- **Meetings:** [e.g., Zoom/Google Meet]
- **Project Tracking:** [e.g., Asana/Jira]

**Expectations:**

While working remotely, please ensure you have a reliable internet connection and a quiet workspace. Please keep your status updated on [Platform] so your team knows when you are available.

Please review the full Hybrid Work Policy attached to this email. If you have any questions, feel free to reach out to [Manager Name] or the HR department.

We look forward to working with you!

Best regards,

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