

Dear [Employee Name],

Welcome to [Company Name]! We are thrilled to have you join our team.

Our company culture is built on [Core Value 1], [Core Value 2], and [Core Value 3]. Even in a hybrid environment, we strive to maintain a connected, inclusive, and high-performing community. We believe that flexibility empowers our team to do their best work while maintaining a healthy work-life balance.

Your Hybrid Schedule

As part of your onboarding, your hybrid work arrangement will be as follows: [Insert Days] in the office and [Insert Days] remote. On office days, we look forward to seeing you at [Office Location/Desk Area].

Staying Connected

To keep our culture thriving across all locations, we use the following tools for engagement:

- **Communication:** [Slack/Microsoft Teams] for daily chats and quick updates.
- **Video Meetings:** [Zoom/Google Meet] for all-hands and team syncs.
- **Social Events:** Join our "[Channel Name]" channel for virtual coffee breaks and monthly hybrid happy hours.

Support and Feedback

Your manager, [Manager Name], will reach out shortly to set up your first 1-on-1 meeting. We encourage open communication-if you have ideas on how to improve our hybrid collaboration, we want to hear them.

We are excited to see the impact you will make here. Welcome aboard!

Best regards,

[Sender Name]

[Title]

[Company Name]