[DATE]

**Re: [Organization Name] Hybrid Work Arrangement**

Dear Staff,

To promote a better work-life balance, we will be transitioning to a hybrid work structure on [INSERT DATE]. This means we will provide employees the option to work from home for a portion of their time and to work in the office for the remainder. It is our hope that this model will provide employees with options to best suit their needs.

Under the new hybrid arrangement, employees are asked to report to the office a minimum of X days each week, and then work remotely on the other days of the week.

Please note that the company has limited desk space in the office. In order to best accommodate everyone:

* Employees planning to spend at least three (3) days per week in the office will be assigned a desk.
* The remaining employees will utilize shared workstations on a first come, first served basis and must sign up for desk use according to the following schedule:
	+ [INSERT DETAILS such as how to subscribe and cancel]

We hope this work arrangement is helpful to you. If you have any questions or issues, please don't hesitate to reach out.

Sincerely,

[INSERT NAME]

[INSERT DEPARTMENT]

P.S. It is important to note that this hybrid work model may not be the company's permanent standard of work and does not form a basis, expectation, or condition under the employee’s employment agreement. [Organization Name] reserves the right to amend your schedule or place of work, and/or require you to return to work full-time at any time, for any reason.