**Hybrid Working Template**

**Employee Letter Confirming Hybrid Working Model**

Dear **[Employee Name]**,

Thank you for attending our meeting on **[date]** to discuss your proposed move to a more flexible way of working whereby you can split your time between attending your usual place of work and working remotely/work from a location that suits your needs and the needs of *The Company*.

As discussed, *The Company* has been examining all aspects of how we work as we look forward to our organisation adapting to, and thriving in, the new working environment following the coronavirus pandemic. We are confident that making this flexible working arrangement will be of benefit to both you and *The Company*.

Following our discussion, we can confirm that you will move to this new way of working from **[date]**.

This new working arrangement constitutes a variation to your contract of employment so that, from **[date]**, you are expected to:

(Please choose the most applicable option to your company)

Option A

You are required to attend our offices at [office address] for a minimum of [2 days per week].

You will work remotely from your home address, as stated above, on the remaining days. The actual days you attend the office may vary from week to week. [On days where you are working from the office, you must notify your line manager/the HR Department.]

You must notify us immediately if your home address changes.

Option B

Your usual place of work on [on [insert days]] will be [insert address]. On [insert days], you will work remotely from your home address, as stated above.

You must notify us immediately if your home address changes.

Option C

You are permitted to work from your home address, which is currently [insert address].

Alternatively, you may choose to work in our office at [insert address] on an ad hoc basis, provided that you seek permission to do so in advance from [your line manager]. There is no automatic right for you to work from our office[s] and there may be circumstances where *The Company* cannot accommodate your request. You may be required to work from such other places as *The Company* may reasonably require from time to time.]

You must notify us immediately if your home address changes.

Please note that there will be times when you are required to work elsewhere as and when *The Company* reasonably requires.

This new working arrangement is reflected in the updated wording in clause **[number]** of your **[contract of employment/written statement of terms and conditions of employment]**, a copy of which is attached.

Please confirm that you agree to this variation by signing a copy of this letter to signify your agreement to move to this more flexible way of working and returning it to me by **[date]**.

Please do not hesitate to contact [me/your line manager/the HR department] if you have any queries or concerns.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

*I agree to the variation to my contract of employment to move to this more flexible way of working, as set out in this letter.*

**Signed:**

**Dated:**