

This is Sample Circular No 2

Circular No. 2: New Hybrid Work Policy

[Organization Name] [Organization Address]

CIRCULAR No. 02/2025 Date: [Date]

To: All Employees

Subject: Introduction of the New Hybrid Work Policy

This circular is to formally announce the implementation of our new Hybrid Work Policy, effective [Effective Date]. This policy is designed to offer greater flexibility while ensuring operational efficiency and team collaboration.

Under this new policy, all employees will be expected to work from the office a minimum of three (3) days per week. The specific days of attendance for each team will be determined by department heads in consultation with their teams to ensure adequate in-office coverage and collaboration.

Further details regarding the policy, including guidelines for remote work and a frequently asked questions (FAQ) document, will be distributed by your respective department heads by [Date]. We believe this new model will foster a productive and balanced work environment for everyone.

Thank you for your cooperation.