Date:

Dear clients,

This letter is being written to notify you about our new hybrid work model, which is being opted for by our organization to smoothen the business practices.

As you know the current COVID-19 pandemic has affected our work systems. Previously, we had to completely go online, and our employees were working from home. However, it affected their productivity as well as our relationship with, and satisfaction of, the clients was being impacted. Therefore, we have decided to adopt a hybrid work model.

Effective from 1st October 20XX, our employees would work in the office premises on Monday till Wednesday, and Thursday and Friday would be their work from home days. Saturday and Sundays will be completely off days. All the face-to-face meetings would be planned accordingly. If you want to visit the office, please visit on the mentioned days to avoid any inconvenience. In addition, the work and projects will continue smoothly, as before, and hence, the project deadlines will not be affected.

If you have any queries, please feel free to contact us at $[X].

Thank you.

Regards,

Samantha Wilson.