

TO: All Staff
FROM: Edwin Lee
SUBJECT: Introducing Our New Hybrid Work Model

Dear Team,

I understand that after adapting so well to remote work, some of you may feel hesitant about returning to the office. However, as we look to the future, we believe that fostering in-person collaboration is essential to driving innovation and strengthening team connections.

Starting on the first Monday of next month, we will implement a new hybrid work model where employees will be required to work three days in the office and have the flexibility to work two days remotely. This approach allows us to balance the benefits of in-person teamwork with the flexibility that remote work has provided.

While this may feel like a significant change, the decision is based on how we can best continue growing and supporting one another. The energy, creativity, and spontaneous collaboration that happens in the office cannot be fully replicated virtually.

We are committed to making this transition as smooth as possible and are here to support you through it. Let's embrace this new change and continue to thrive as a team.

Best regards,
Edwin Lee