

Hybrid Work Arrangement Documentation

Employee Information

Name

Position

Department

Manager/Supervisor

Hybrid Work Details

Arrangement Start Date

Arrangement End Date

Work Location Schedule

Day	Office/Remote	Notes
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Key Responsibilities & Deliverables

Communication & Coordination Methods

Equipment/Technology Provided

Additional Notes

Approvals

Employee Signature

Date

Manager/Supervisor Signature

Date