**Subject: Confirmation of move OR adjustment to hybrid working arrangements**

Dear []

Following our discussion on [date] about moving to hybrid working arrangements OR an adjustment to your current hybrid working arrangements, I am pleased to confirm your new hybrid working arrangements as follows.

[Please detail the arrangement agreed, including the following as appropriate:

* The date that the arrangements will start.
* If these are trial arrangements and, if so, the date the trial will finish.
* The number of days or proportion of time that the individual should attend their normal workspace.
* Any specific days that the individual needs to attend in their normal workspace.
* Where the arrangement is more occasional, an explanation of when the individual can work in their remote working space (for example, any specific tasks that can be undertaken in the remote working environment).
* Any specific tasks/ meetings/ events that the individual needs to attend in their normal workspace.
* Any core IT that will need to be provided to enable hybrid working
* Any reasonable adjustments that have been agreed as part of the arrangements.]

***For trial arrangements only***

A meeting will be arranged prior to the end of the trial period to discuss if your trial arrangements can be continued on a permanent or longer-term basis, or if they need to be amended or ended.  [Note any criteria that will need to be met for the trial to be considered successful and converted into permanent arrangements.]

***Where the health and safety assessment is still to be undertaken***

Agreement of hybrid working arrangements is subject to a successful health and safety assessment of the remote working environment. As you have not yet undertaken this, the arrangements set out in this email remain subject to submitting a satisfactory health and safety assessment of your remote working environment. Further details about what you need to do to undertake the assessment can be found in the Hybrid Working Guidance.

OR

***Where the health and safety assessment has been undertaken already***

Agreement of hybrid working arrangements is subject to a successful health and safety assessment of the remote working environment. I can confirm receipt of a satisfactory health and safety assessment in connection with your arrangements. Should any relevant changes be made to your remote working environment, please could you ensure that I am OR [name] is aware so that the assessment can be repeated or these arrangements reconsidered accordingly.

This agreement is not a contractual arrangement and you should be aware that we may need to amend the arrangement if necessary; further details about changing or ending hybrid working arrangements are included in section 6 of the Hybrid Working Policy. Please may I also ask you to familiarise yourself with the other requirements of the policy, particularly with regard to your mental and physical health and safety.

If you have any queries or concerns, please do not hesitate to contact me OR [name of individual].