**[Company Name]**

**[Company Address]  
[Contact]  
[Website]**

**Subject:** Ramadan Work-from-Home and Hybrid Schedule Notification

Dear [Employee's Name],

As the Holy month of Ramadan is set to begin next week, the management wants to ensure flexibility for all employees. We are, therefore, introducing a hybrid work arrangement with effect from (date).

According to the new work schedule, employees have the option to work from home on Wednesdays and Fridays unless there is an important task that requires their physical presence in the office. In addition, the working hours will also be adjusted from 10 AM to 4 PM.

We request all employees to plan their work tasks accordingly. Maintaining our work efficiency and smooth operations remains to be our top priority during this period.

Thank you for your cooperation. Please reach out for any questions.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]