

Hybrid Work Arrangement Declaration Form

This **hybrid work arrangement declaration form** sample helps organizations document employees' work preferences and schedules efficiently. It ensures clear communication of on-site and remote work commitments for better workflow management. Adopting this form supports flexible work policies and enhances productivity.

Employee Details

Full Name:

Position/Title:

Department:

Company Email:

Hybrid Arrangement Details

Preferred Hybrid Arrangement:

Fixed Schedule (same days each weel)

Work Location Schedule:

Day	On-Site	Remote
Monday	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>

Additional Notes or Comments:

Declaration

I acknowledge that the above details reflect my preferred working arrangement and commit to adhering to the agreed hybrid work schedule. I will promptly notify my manager of any changes.

☐ I agree to the terms and conditions stated above.

Submit