

Letter of Flexibility for Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my enthusiasm for the [Position Title] at [Company's Name] and to demonstrate my flexibility regarding the relocation for this opportunity. I understand that this position may require a move to [Location], and I want to assure you that I am fully prepared to make this transition seamless.

Having researched the area and learned about [Company's Name]'s mission and culture, I am excited about the prospect of contributing to your team. I am in a position to manage personal logistics swiftly, and I can schedule my move to coincide with the start date of the position.

Furthermore, I am open to discussing any remote work arrangements or interim solutions that might ease the relocation process while ensuring that I can begin contributing effectively.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

[Your Name]