

Salary Negotiation for Remote Work Flexibility

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my gratitude for the offer to join [Company Name] as a [Job Title]. I am very excited about the opportunity and believe my skills align well with the company's vision.

Before I formally accept, I would like to discuss the terms of my compensation package, specifically regarding remote work flexibility. Given the current landscape and my personal circumstances, I strongly believe that the ability to work remotely would enhance my productivity and overall job satisfaction.

I would appreciate it if we could explore options for flexible work arrangements, such as a hybrid model or a fully remote position, along with a revised salary that reflects my experience and the value I will bring to your team.

Thank you for considering my request. I am looking forward to your response and hope to reach a mutually beneficial agreement.

Sincerely,
[Your Name]