

# Job Offer Negotiation for Work-Life Balance Adjustments

[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]

## **Subject: Negotiation of Job Offer - [Position Title]**

Dear [Hiring Manager's Name],

Thank you for extending the offer for the [Position Title] at [Company Name]. I appreciate the opportunity and am excited about the prospect of joining your team.

Before I formally accept the offer, I would like to discuss the possibility of making some adjustments to the work-life balance aspects of the position. As we discussed during the interview process, maintaining a healthy work-life balance is important to me in order to contribute my best to the organization.

Specifically, I would appreciate the opportunity to negotiate the following:

- Flexible working hours to accommodate personal commitments.
- The possibility of remote work for a portion of the week.
- An adjusted workload to ensure a sustainable work pace.

I believe these adjustments will not only enhance my productivity but also align with [Company Name]'s commitment to employee well-being. I am looking forward to discussing this further and hopefully reaching a mutually beneficial agreement.

Thank you again for the offer. I am enthusiastic about the opportunity and hope to resolve these details soon.

Best regards,

[Your Name]