

Job Application Flexibility Negotiation

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Where You Found the Job Posting]. I am excited about the opportunity to contribute to your team and utilize my skills in [Your Key Skills or Experience].

As I considered the position, I wanted to discuss the possibility of adjusting the work hours to better align with my commitments. I am fully dedicated to delivering quality results and believe that a flexible schedule could enhance my productivity and focus.

I am open to discussing any arrangements that could work for both the team and myself, such as [examples of flexibility, e.g., remote work options, adjusted start and end times, or a condensed workweek].

Thank you for considering my request. I am looking forward to the opportunity to discuss my application further and how I can contribute to [Company Name] with a mutually agreeable schedule.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]