

# Counter Offer Letter for Work Schedule Modification

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Employer's Name],

Thank you for extending the offer for the [Job Title] position at [Company Name]. I appreciate the opportunity and am excited about the possibility of joining your team. After careful consideration of the work schedule outlined in the offer, I would like to discuss the possibility of modifying it to better align with my personal obligations.

I propose a slight adjustment to the work schedule. Specifically, I would like to request [insert your proposed schedule, e.g., flexible hours, remote work options, specific days off, etc.]. I believe that this modification would not only accommodate my needs but would also allow me to contribute efficiently and effectively to the team.

I am very enthusiastic about joining [Company Name] and am confident that my experience and skills align perfectly with the goals of your organization. I look forward to your understanding regarding this request and am hopeful for a favorable response.

Thank you for considering my proposal. I am keen to discuss this further and find a suitable compromise.

Sincerely,

[Your Name]