

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the position of [Job Title] at [Company's Name] as discussed in our recent conversation. I am excited to join your team and contribute to the success of the company.

Before finalizing my start date of [Start Date], I would like to discuss the possibility of flexible work hours. Due to [brief explanation of your reason], it would be greatly beneficial for me to have the option to adjust my working hours. I am confident that this arrangement would not hinder my productivity and would ensure excellent performance in my role.

Thank you once again for this opportunity. I look forward to starting my journey at [Company's Name] and hope we can discuss my request further. Please let me know a convenient time for us to chat.

Sincerely,

[Your Name]