

Job Offer Negotiation

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

Thank you for extending the job offer for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to your team and help achieve the company's goals.

Before I formally accept the offer, I would like to discuss the possibility of flexible working hours. I believe that having the option to adjust my schedule would enhance my productivity and work-life balance, allowing me to perform at my best for the company.

I am confident that we can find a mutually agreeable arrangement that supports both my needs and the needs of the team. I am open to discussing specific hours or any alternatives that might work for everyone involved.

Thank you for considering my request. I look forward to your response and am eager to join [Company's Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]