

# **Subject: Job Offer Negotiation - Remote Work Arrangement**

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as a [Job Title]. I am excited about the opportunity and the potential contributions I can make to the team.

Before I formally accept the offer, I would like to discuss the possibility of a remote work arrangement. Given the nature of my role and my productivity while working remotely in the past, I believe that a flexible work environment could greatly benefit both myself and the company.

I am open to discussing specific details, including the number of days I would work remotely and any other expectations regarding availability and communication.

Thank you for considering my request. I look forward to your response and hope we can find a mutually beneficial arrangement.

Best regards,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]