

Flexible Job Offer

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

Date: [Insert Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] with [Your Company Name], with a flexible work arrangement that allows for [specific details about the flexibility, e.g., remote work, flexible hours, etc.]. We believe that this arrangement will help you successfully balance your professional and personal commitments.

Position Details:

- **Start Date:** [Start Date]
- **Salary:** [Salary] per [hour/year]
- **Benefits:** [List of benefits]
- **Schedule:** [Outline of flexible schedule]

This offer is contingent upon [any contingencies, e.g., background check, reference check]. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline].

We look forward to having you on our team!

Best regards,
[Your Name]
[Your Job Title]
[Your Company Name]

This offer is valid until [Expiration Date].