

Counteroffer for Remote Work Flexibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Counteroffer for Remote Work Flexibility

Dear [Manager's Name],

Thank you for discussing my recent request for remote work flexibility. I appreciate your willingness to consider my proposal. After careful consideration, I would like to present a counteroffer regarding the remote work arrangement.

I understand the importance of collaboration and team dynamics; however, I believe that having the flexibility to work remotely on [specific days or schedule] would significantly enhance my productivity and work-life balance.

I propose that I work remotely on [specific days], while ensuring that I remain fully available during working hours for meetings and team interactions. I am confident that this arrangement will not only benefit my productivity but also allow me to contribute more effectively to our team's success.

Thank you for your attention to this matter. I look forward to your feedback and hope we can reach a mutually beneficial arrangement.

Sincerely,
[Your Name]