

[Your Name]  
[Your Phone Number]  
[Your Email]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

Thank you for offering me the position of [Job Title]. I am very excited about the opportunity to join [Company Name] and contribute to the [Department Name] team.

I am writing to discuss the current office attendance requirements mentioned in the offer. After reviewing the details, I would like to propose a flexible remote work arrangement as a counter offer. Specifically, I am requesting [Number] days of remote work per week, with [Number] days in the office for team collaboration and meetings.

I am confident that this arrangement will allow me to maintain high productivity while ensuring I am fully integrated into the team culture. I am also open to attending the office in person for specific project launches or important company events as needed.

Everything else in the offer, including the salary and benefits, aligns with my expectations. I am eager to start my journey with [Company Name] and hope we can reach an agreement on this flexible schedule.

Thank you for your time and for considering my request. I look forward to hearing from you.

Sincerely,

[Your Name]