

Provisional Acceptance Letter Requesting Work-from-Home Flexibility

Subject: Acceptance of Job Offer with Condition

Dear [Hiring Manager's Name],

I am writing to accept the job offer for the [Job Title] position at [Company Name]. I am excited to begin this new chapter and contribute positively to the organization.

As discussed, one of the conditions of my acceptance is the ability to work from home for [number of days] per week. This arrangement will enable me to perform at my best while maintaining a healthy work-life balance. I kindly request confirmation that this flexibility will be honored.

Thank you once again for this opportunity. I look forward to receiving confirmation so we can proceed with the next steps.

Sincerely,

[Your Full Name]

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