

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Job Title] at [Company Name]. I would like to express my sincere gratitude for this opportunity and for your confidence in choosing me to join your esteemed team. I am enthusiastic about the prospect of contributing to the organization's ongoing success and am eager to begin this new chapter of my career.

While I am excited to accept this role and look forward to meeting my professional responsibilities, I would also like to respectfully request consideration for flexible working hours. I believe that a degree of flexibility in my work schedule will enable me to effectively balance my professional duties with personal commitments, thereby enhancing both my productivity and overall job satisfaction.

I am confident that a flexible arrangement can be established that fulfills the needs of the team while allowing me to perform at my best. I am happy to discuss potential options and am open to any suggestions or recommendations you may have regarding this request.

Thank you again for this incredible opportunity. I look forward to contributing to [Company Name] and working with the team to achieve our shared goals.

Sincerely,  
[Your Name]