

Job Offer: Banquet Server

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to offer you the position of Banquet Server at [Company/Hotel Name]. We are impressed with your skills and experience and believe you will be a valuable addition to our team.

Your employment will begin on [Start Date]. You will report to [Supervisor's Name] and your starting salary will be [Salary Details]. Your regular work hours will be [Work Hours].

As a Banquet Server, your responsibilities will include:

- Setting up banquet rooms according to event specifications.
- Serving food and beverages to guests.
- Providing exceptional customer service.
- Cleaning and resetting tables after events.

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company/Hotel Name]