

Job Offer Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Food and Beverage Manager at [Your Company Name]. We are excited about the potential for you to contribute to our team and enhance our guest experience.

Your starting salary will be [Salary Amount] per year, payable in bi-weekly installments, and you will also be eligible for [details of any bonuses, commission, or other benefits]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name].

This position involves overseeing the food and beverage operations, managing staff, ensuring customer satisfaction, and maintaining quality standards. We believe your skills and experience will greatly benefit our organization.

Please indicate your acceptance of this offer by signing and returning this letter by [Response Date]. If you have any questions, feel free to reach out at [Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]