

Job Offer Letter

Date: [Insert Date]

Applicant's Name: [Insert Applicant's Name]

Applicant's Address: [Insert Applicant's Address]

Dear [Applicant's Name],

We are pleased to offer you the position of Front Desk Receptionist at [Hotel/Company Name]. We were impressed with your qualifications and believe that you will be a valuable addition to our team.

Position: Front Desk Receptionist

Start Date: [Insert Start Date]

Salary: [Insert Salary Information]

Work Hours: [Insert Work Hours]

Your responsibilities will include:

- Greeting guests and managing check-ins and check-outs.
- Answering phone calls and responding to inquiries.
- Maintaining records of guest accounts and reservations.
- Providing excellent customer service and addressing guest concerns.

Please sign and return this letter by [Insert Deadline] to confirm your acceptance of this offer. We look forward to welcoming you to our team!

Best Regards,

[Your Name]

[Your Position]

[Hotel/Company Name]

[Contact Information]