

# Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Guest Services Agent at [Hotel/Company Name]. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

## Position Details:

**Position:** Guest Services Agent

**Start Date:** [Insert Start Date]

**Salary:** [Insert Salary/Hourly Rate]

**Work Schedule:** [Insert Work Schedule Details]

Your responsibilities will include, but are not limited to:

- Greeting and welcoming guests.
- Assisting guests with check-in and check-out procedures.
- Providing information about hotel services and local attractions.
- Resolving guest issues and ensuring overall guest satisfaction.

Please confirm your acceptance of this offer by signing below and returning a copy of this letter by [Insert Date]. We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Hotel/Company Name]

[Contact Information]

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[Candidate's Name] - Signature