

# 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 General Manager at [Hotel Name], effective [Start Date]. We believe that your experience and leadership qualities will be a great asset to our team.

The details of your employment are as follows:

- Position: General Manager
- Salary: [Insert Salary]
- Benefits: [Insert Benefits]
- Working Hours: [Insert Working Hours]
- Reporting to: [Insert Supervisor's Name]

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We look forward to welcoming you aboard.

If you have any questions, feel free to reach out to me at [Your Contact Information].

Warm regards,

[Your Name]

[Your Job Title]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]