

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 Housekeeping Supervisor at [Hotel/Company Name]. We believe that your skills and experiences will be a valuable addition to our team.

Position: Housekeeping Supervisor

Start Date: [Insert Start Date]

Salary: [Insert Salary] per year

Benefits: [List Benefits]

Your responsibilities will include overseeing daily housekeeping operations, ensuring a high standard of cleanliness, managing staff schedules, and conducting training sessions for new employees.

Please sign and return a copy of this letter by [Insert Deadline] to indicate your acceptance of this offer.

We look forward to welcoming you to [Hotel/Company Name]. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Hotel/Company Name]

[Hotel/Company Address]

[City, State, Zip Code]