

Welcome to Our Housekeeping Team!

Dear [New Staff Member's Name],

We are thrilled to welcome you to [Company Name] as a part of our housekeeping team. Your dedication to maintaining cleanliness and hygiene will be invaluable in providing a welcoming environment for our guests.

As a member of our team, you will be responsible for ensuring that all areas are clean, organized, and properly stocked. You will also work closely with other team members to uphold our high standards of service.

Here are a few important details to help you get started:

- **Start Date:** [Start Date]
- **Shift Schedule:** [Shift Schedule]
- **Uniform Guidelines:** [Uniform Information]
- **Training Session:** [Training Date & Time]

Please do not hesitate to reach out if you have any questions. We are excited to have you on our team and look forward to working together!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]