

To,

**[Mention the name of the Recipient],**

**[Mention the address],**

**Sub: An appointment letter for the role of Leasing Consultant**

**Dear [Mention the name of the Recipient],**

We are glad to extend to you an offer of employment with [mention the name of the organization] as Leasing Consultant.

Your role as Leasing Consultant starts from [Mention the date of joining]. Your monthly remuneration for your service will be [mention the payment details] as discussed earlier. As Leasing Consultant you will be probation for a period of [Mention the period of probation].

**Your job role as Leasing Consultant primarily is;**

- Assisting the landlords in finding tenants for the residential properties.
- Working with the market department for compiling the lists, and updating properties on the company website.
- Organizing meetings with prospective clients.
- Presenting the prospective client's property in a convincing way.
- Coordinating with maintenance staff and ensuring the property is in proper condition.
- Promoting and advertising all the available properties.
- Making agreements having all the leasing terms.
- Helping the tenants with their legal leasing documents and forms.
- Staying up-to-date with the knowledge of the market.

You shall take good care in maintaining and protecting all the assets and facilities, given to you by the department.

Read this job offer letter very carefully and sign it with the date & return a copy of this as your acceptance of this appointment.

With much expectation and great hope, we welcome you to [mention the name of the company].

**Yours Sincerely**

**[Mention the sender's name]**

**[Mention the designation],**

**[Mention the date].**