From

(Mention the name of the sender)

(Mention the address of the sender)

To,

(Mention the name of the recipient)

(Mention the address of the recipient)

Date

Dear Sir or Ma'am,

Sub: Job offer letter for the position of a maintenance mechanic.

We are pleased to offer you the post of maintenance mechanic in our prestigious company (mention the name of the company or organization) which is at (mention the location of the company or organization). We are pleased with your talent and experiences and we find you most eligible for this role.

As we discussed that your salary will be (mention the total amount of monthly salary) per month and with the other benefits like health insurance and the optical insurance for you and your family. Your responsibilities as a maintenance manager will be to develop maintenance procedures and ensure implementation, carry out inspections of the facilities to identify and resolve issues and check the electrical and hydraulic systems of the building to make sure functionality.

You will have to plan and oversee all repair and installation activities, allocate workload and supervise upkeeping staff, monitor equipment inventory and place orders when necessary, and also monitor expenses and control the budget for maintenance. Also, managing relationships with contractors and service providers, keeping maintenance logs and reporting on daily activities, and ensuring health and safety policies are complied with.

Moreover, as per our company's requirements, you should have experience in planning maintenance operations, and a solid understanding of technical aspects of plumbing, electrical systems, carpentry, and so on.

You should have a good working knowledge of facilities machines and equipment, the ability to keep track of and report on activity, excellent communication, and interpersonal skills, and outstanding organizational and leadership abilities. it is a plus if you have a valid certified Maintenance Manager (CMM).

Please confirm your acceptance if you agree to all of our terms and conditions. We are looking forward to welcoming you to our team. if you need any further information or have any queries then please feel free to contact us via (mention the contact details of the company).

Thank you very much for your precious time.

Yours sincerely,

(Mention the name of the sender)

(Handwritten signature of the sender)

(Mention the date)

(Mention the designation of the company)