

**[Insert or write address of the sender]**

**[Insert or write date]**

**[Insert or write the name of the recipient]**

**[Insert or write designation of the recipient]**

**[Insert or write the name of the company]**

**[Insert or write address of the company]**

**Sub: Acceptance of the job of Custodian.**

**Dear Sir/Madam,**

The purpose of writing this letter is to let you know that I am ready to contribute in the position of the custodian in your esteemed organization of yours. I am very capable to execute the responsibilities in your esteemed organization in this responsible post. I am grateful for making interview comfortable for me. I was able to answer all your questions easily.

I would like to appreciate the interview board. I got the opportunity to express myself in a better way. As per the information in the offer letter, the induction meeting will be on [ date]. I will surely attend it. It will be my joining day. I would like to confirm the address of the induction meeting. it will be held at [ mention address of induction meeting]. I am expected to reach the induction meeting at [ time].

I have an overall experience of [ time span] in the field of custodianship. I had discharged my duties with sincerity, honesty and punctuality in every organization. I had given the best maintenance services with my excellent time management skills. I never delayed in fulfilling the daily tasks and always received appreciation for my custodian tasks.

I am quite capable to manage any team with effective communication and leadership skills in concern with custodian tasks. I am sure to fulfill the expected tasks which are concerned with the cleansing of the floor, applying disinfectants in the kitchen and washroom area and clearing the trash from office surroundings.

I am equally capable in troubleshooting any electrical gadget and also maintaining the accounts. I will take care of the inventory department in concern with the movement of the goods.

I am quite sure that everyone will be satisfied with my performance as a custodian.

Once again I confirm the acceptance of the role as a custodian in your esteemed company. I will surely join on the day mentioned.

**Thanking You,**

**[Your signature]**