

From

(Name of the sender)

(Address of the sender)

To,

(Name of the recipient)

(Address of the recipient)

Date

Dear Sir / Ma'am,

Subject: Job offer letter for the position of Custodian

We are happy to offer you the position of a janitor at [mention the name of the company or organization]. We strongly believe that your skills, appropriate academic qualifications, right working attitude, and determined nature make you a suitable fit for this role, and we will be glad if you join us.

Working as the custodian for our corporation, you will vacuum carpets, mop and sweep floors, wipe windows and mirrors, make use of insecticides to prevent infestation by dangerous pests, maintain outer premises by cleaning entrances, mowing the lawn, watering plants, oversee repairs and report major damages, wash and sanitize sinks, showers, toilets restocking the disposables, perform minor repairs and maintenance, make sure that spaces are always prepared for the next day by tidying furniture, dusting surfaces.

The monthly remuneration you will offer for this role is [mention the amount]. The payment mode will be [mention it]. After [mention the period], your salary will be revised.

As a member of this organization, you will also be entitled to some perks and benefits [mention them]. In addition, you will be getting a food allowance and a total number of [mention the no. of days] sick leaves.

Kindly note that the position which we are offering you will be based on a contract of [mention the no. of years] after the end of which you will be required to leave the post.

Should you accept the job offer and its terms and conditions, then kindly make sure to return this letter signed and properly dated by [mention the date]. The start date, as well as other relevant details, can only be informed after this.

Please keep a copy with you and if you need any additional details or have any doubts, then feel free to reach out at [mention the phone no.].

Thank you,

Yours sincerely,

(Name)

(Handwritten signature of the sender)

(Date)

(Designation in the company)