

**.To,**  
**[Mention Candidate's name],**

**[Mention the address],**

**[Mention the contact Details]**

**Sub: An Appointment Letter for the Role of Handyman.**

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

The Board of Directors at [mention the name of the organization] offers you an employment as Handyman.

You are required to join your duties from [Mention the date of joining]. The office primarily works from [mention the working hours]

Your salary will be [Mention the salary details].

Your job role as Handyman will include:

- Performing the basic tasks including filling crevices, painting, cleaning facilities and managing the maintenance repairs;
- Performing repairs on the company equipment machinery, or appliances;
- Detecting and reporting the need for any major maintenance repairs;
- Regularly checking the community spaces for identifying issues with the litter, breakdowns or mechanical failure;
- Responding to clients' maintenance requests in a professional and timely manner;
- Repairing electrical, plumbing, and safety systems;
- Maintaining the cleanliness of the outside spaces such as sidewalks and parking lots;
- Overseeing the trash containers and sprinkler system on the company premises;
- Conducting performance assessments of the company appliances, such as microwaves, refrigerators, stoves, ovens and coffee makers;
- Providing clients' with guidance and on maintaining their equipment.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

We at [Mention the name of the Organization] hope to have a fruitful association with you.

**Yours Sincerely,**

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

**[Mention the Designation],**

**[Mention the Date]**