

Hotel receptionist rotational-shift offer letter

Fictional sample for editing and authorised review

FICTIONAL FILLED SAMPLE - HOSPITALITY EMPLOYMENT OFFER

Offer reference: DEMO/HOTEL/2026/022

Issued on: 30 September 2026

Dear Elena D'Souza,

Lotus Demo Hospitality Private Limited offers you the position of Hotel Receptionist at its demonstration Lakeside Hotel in Mysuru. You will report to Front Office Manager Naveen Kumar. Proposed joining date: 26 October 2026.

Gross fixed monthly salary: INR 24,500. Twelve full months at this rate equal INR 294,000 in gross fixed salary. Service-charge distributions, tips, meals, accommodation, shift allowance and other benefits are not included or promised by this example; any approved items must be separately described in the reviewed compensation and benefits schedule.

The role uses a rotational front-desk rota. Illustrative duty windows are 07:00-15:00, 15:00-23:00 and 23:00-07:00 the following day. Actual working days, breaks, rest, rotation sequence and any overtime arrangements require the employer-approved working-time schedule. These windows are scheduling examples, not a promise that every rotation or consecutive shift is permitted.

Responsibilities include managing approved check-in and check-out procedures, recording guest requests, coordinating room-status information, answering hotel enquiries and handing over unresolved matters at shift end. Refund approval, rate overrides and cash settlement authority will be defined in the front-office procedure. Guest information must be handled through approved hotel systems.

First-day reporting is at 10:00 on 26 October 2026 at the staff entrance for induction; the front office manager will then confirm the initial rota. Uniform provision and any meal arrangement: [insert approved details or state none].

Probation, leave, notice and other conditions require the employer-reviewed attachment. Please return signed acceptance by 12 October 2026.

Employer signatory: Farah Ahmed, Hotel HR Manager, demonstration signature line.

Candidate acceptance: Elena D'Souza, signature and date.