

COMMERCIAL

Cleaning Supervisor Job Offer Template

WHAT A JOB OFFER LETTER IS USED FOR:

A job offer letter confirms an employment offer to a candidate. It outlines essential details about the job role, compensation, benefits, and terms of employment and serves as a preliminary agreement before formal contracts are signed.



EVERY JOB OFFER LETTER SHOULD INCLUDE:

JOB TITLE & START DATE

Specify the position offered and the proposed start date

COMPENSATION & BENEFITS

Detail the salary and benefits package for transparency

EMPLOYMENT TERMS & POLICIES

Outline employment terms, legal conditions, and company policies

DOWNLOAD THE TEMPLATE

This template helps commercial cleaning business owners, HR managers, and hiring managers craft a professional and legally compliant job offer letter. It streamlines the hiring process for supervisor roles, ensuring clarity, professionalism, and smooth onboarding of new hires.



[Your Company Logo]

[Date]

Dear [Candidate's Name],

We are pleased to extend the employment offer for:

- **Position:** Commercial Cleaning Supervisor
- **Expected Start Date:** [Insert Start Date]


[Your Company Name] is a leader in the commercial cleaning industry, known for our commitment to excellence and our innovative approach to providing top-tier cleaning services. With over [X years] of experience, we have built a reputation for reliability and quality, serving a diverse clientele across [mention regions, types of facilities, like corporate offices, schools, hospitals, etc.].

Our team is dedicated to creating clean, safe, and welcoming environments using the latest cleaning technology and sustainable practices. At [Your Company Name], we value our employees as our greatest asset and strive to provide a supportive and rewarding work environment where they can thrive and contribute to our mutual success.

We chose you for this role based on your skills, experience, and the enthusiasm you brought during our selection process. Below, you will find the details of this offer and what you can expect working with us.

As a Commercial Cleaning Supervisor, your duties will include:

- [List primary responsibilities]
- Oversee a team of cleaning staff, ensuring that all tasks are completed on time and to a high standard.
- Act as the primary point of contact for clients regarding cleaning services.
- Conduct regular performance evaluations and provide continuous feedback to improve efficiency and effectiveness.

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- Manage staffing issues, including hiring, training, scheduling, and disciplinary actions.
 - [Additional responsibilities]
 - Develop and lead training programs for new hires and existing staff to ensure they are well-versed in the latest cleaning techniques and safety protocols.
 - Ensure all cleaning operations comply with health and safety regulations.

We are committed to offering a competitive compensation package that reflects the value and expertise you bring to our team. You will receive a comprehensive salary aligned with industry standards and a robust benefits package to support your professional growth and personal well-being.


- **Salary:** The position offers a salary of [\$\$ per year/hour], payable in bi-weekly installments.
- **Benefits:** Your compensation package includes [health insurance, dental and vision coverage, 401(k) plan, paid time off, etc.].

At [Your Company Name], we strive to balance meeting our operational needs and supporting our team members' work-life balance. As a Commercial Cleaning Supervisor, your regular work schedule will be structured to optimize team performance and client satisfaction while ensuring you have time to recharge and focus on personal commitments. Below are the specific details of your work hours, location, and the working conditions you can expect in your new role.

- **Hours:** You are expected to work [e.g., 40] hours per week. The typical work schedule is [insert days of the week and work hours], subject to change based on business needs.
- **Location:** The primary work location will be at [insert work location, or note if remote].
- **Work conditions:** [Describe any relevant working conditions specific to the role, such as 'This role requires working in varied locations and using cleaning chemicals'].

Our employment terms are designed to ensure a clear understanding between you and [Your Company Name]. These include important policies and legal conditions that uphold our professional standards and compliance.

Please review the following terms carefully as part of your employment agreement with us.

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- This offer is contingent upon [background check, drug screening, etc.].
 - You will be required to agree to and sign [non-disclosure agreements, non-compete clauses, etc.] as part of your employment terms.
 - [Include any other legal notices or employment policies specific to your business or state].

We have outlined the next steps you need to take to formalize your acceptance of this job offer. These steps ensure a smooth transition and successful integration into your new role.

- To accept this offer, please sign and date this letter below and return it to us by [insert due date].
- Upon acceptance, you will receive further instructions about onboarding processes and how to prepare for your first day.

We are excited about the possibility of you joining our team and look forward to your contributions to [Your Company Name]. Should you have any questions regarding this offer or your role, please contact me directly at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

"I accept the offer for the position of Commercial Cleaning Supervisor with [Your Company Name], subject to the terms and conditions outlined in this letter."

[Candidate Signature]

[Date]