

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to introduce myself as the new janitor at [Company/Organization Name]. I am excited to join the team and contribute to maintaining a clean and welcoming environment for everyone.

I have [number] years of experience in custodial work, during which I have developed strong skills in cleaning, maintenance, and organization. I take pride in my attention to detail and my commitment to ensuring that all areas are well-kept and hygienic.

I believe that a clean workspace not only enhances the overall aesthetic of the environment but also promotes productivity and well-being. I am looking forward to collaborating with you and the team to maintain the highest standards of cleanliness.

Please feel free to reach out to me if you have any specific requirements or preferences regarding the cleaning procedures or schedules.

Thank you for this opportunity. I am eager to start working and contributing to [Company/Organization Name].

Best regards,

[Your Name]