

# Letter of Recommendation for Employee – Hospitality Industry

[Your Name]  
[Your Position]  
[Company/Hotel Name]  
[Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
[Date]

## To Whom It May Concern,

I am writing to highly recommend [Employee Name] for a position within your organization. I have had the pleasure of working with [Employee Name] at [Company/Hotel Name] for [length of time], where they held the position of [Employee Position].

During their time with us, [Employee Name] consistently demonstrated exceptional dedication and professionalism in all aspects of their work. Their outstanding communication skills and positive attitude made them a valuable asset to the team and significantly contributed to our guests' overall satisfaction.

One example of [Employee Name]'s capabilities occurred when [he/she/they] managed a challenging guest situation with grace and effectiveness, ensuring the guest left with a memorable and positive experience. [He/She/They] always went above and beyond to accommodate guest needs, often leading by example and supporting colleagues during high-pressure events.

[Employee Name] is also highly reliable, detail-oriented, and adept at problem-solving. Their ability to work collaboratively within a team and independently when required makes them well-suited for any role in the hospitality industry.

I confidently recommend [Employee Name] and am certain that [he/she/they] will bring the same dedication, warmth, and professionalism to any future role. Please feel free to contact me if you require any additional information.

Sincerely,  
[Your Name]  
[Your Position]

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## Sample Filled Letter

**Maria Thompson**  
Guest Services Manager  
Grandview Hotel  
123 Hospitality Way  
Springfield, NY 12345  
maria.thompson@grandviewhotel.com  
(555) 123-4567  
June 15, 2024

## To Whom It May Concern,

I am writing to highly recommend John Rivera for a position within your organization. I have had the pleasure of working with John at Grandview Hotel for the past three years, where he served as a Front Desk Associate.

During his time with us, John consistently demonstrated exceptional dedication and professionalism in all aspects of his work. His outstanding communication skills and positive attitude made him a valuable asset to the team and significantly contributed to our guests' overall satisfaction.

One example of John's capabilities occurred when he managed a challenging guest situation with grace and effectiveness, ensuring the guest left with a memorable and positive experience. He always went above and beyond to accommodate guest needs, often leading by example and supporting colleagues during high-pressure events.

John is also highly reliable, detail-oriented, and adept at problem-solving. His ability to work collaboratively within a team and independently when required makes him well-suited for any role in the hospitality industry.

I confidently recommend John Rivera and am certain that he will bring the same dedication, warmth, and professionalism to any future role. Please feel free to contact me if you require any additional information.

Sincerely,  
**Maria Thompson**  
Guest Services Manager