



H
Hotel

The following information should be included

- full name of the (former) employee
- dates of employment
- duties carried out (if not clear from the function title)
- name of the outlet where the person has been working
- full name of the person signing the reference letter
- signature of the person signing the reference letter
- date of which the reference letter has been signed
- if the letter is not on official company letterhead – a stamp with name, address and phone number of the work place

Timbuktu, 01 January 2017

To whom it may concern

John Doe was employed by H Hotel as a **Restaurant Supervisor** for our H Fine Dining Restaurant from **May 15, 2012** until **December 20, 2016**.

John was responsible for supervising the H Fine Dining Restaurant team (35 staff total) and reported directly to the F&B Manager. His tasks included supervising the restaurant activities, ensuring proper H Hotel standards were observed at all times to guarantee the 5 star service we promise was delivered. He also assisted customers with inquiries and complaints, trained new employees and conducted monthly inventory.

John performed all these tasks and any others he was presented with very competently and with commitment and enthusiasm, demonstrating the ability to work under pressure. His strong interpersonal and communication skills have allowed him to develop good working relationships with both his colleagues and management.

John was a great asset to H Hotel and I highly recommend him.

Should you require any further information please do not hesitate to contact me.

Yours sincerely,

Mike Sears
Food & Beverage Manager

