

# Recommendation Letter

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this recommendation for [Employee's Name] for the position of Guest Service Representative. During [his/her/their] tenure at [Hotel Name], [he/she/they] consistently demonstrated exceptional customer service and dedication.

[Employee's Name] has a remarkable ability to engage with guests and anticipate their needs, ensuring a memorable stay. [He/She/They] handles guest inquiries and concerns with professionalism and grace, always striving to exceed expectations.

Moreover, [Employee's Name] is a team player, collaborating with colleagues to maintain a welcoming and efficient environment. [His/Her/Their] positive attitude and strong work ethic contribute significantly to our team.

I wholeheartedly recommend [Employee's Name] for the Guest Service Representative position. [He/She/They] will be a valuable asset to any team.

Sincerely,  
[Your Name]  
[Your Position]  
[Hotel Name]  
[Contact Information]