

Letter of Recommendation

Date: [Insert Date]

To Whom It May Concern,

I am pleased to recommend [Employee's Name] for the position of Reservations Agent. During their time at [Hotel Name], [Employee's Name] has consistently demonstrated exceptional customer service skills and a dedication to exceeding guest expectations.

[Employee's Name] possesses a strong understanding of the hotel industry and has effectively managed reservations systems, handled guest inquiries, and ensured smooth check-in processes.

Their attention to detail and ability to work under pressure have made a significant positive impact on our team and our guests' experiences.

I am confident that [Employee's Name] will be a valuable asset to any organization.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]