

[Your Name]
[Your Job Title]
[Company Name]
[Date]

To Whom It May Concern,

I am writing to provide a professional reference for [Candidate Name], who served as [Candidate's Previous Job Title] at [Company Name] from [Start Date] to [End Date]. During this period, [Candidate Name] reported directly to me.

In the hospitality industry, leadership and guest satisfaction are paramount. [Candidate Name] consistently demonstrated exceptional skills in managing daily operations, overseeing staff, and ensuring a high-quality guest experience. Their ability to handle high-pressure situations and resolve guest complaints with professionalism was a significant asset to our team.

Key strengths include:

- Strong operational oversight and budget management.
- Excellence in staff training and team motivation.
- Deep understanding of service standards and health and safety regulations.
- Proven track record of improving guest satisfaction scores.

I am confident that [Candidate Name] possesses the expertise and dedication required for a management position. I recommend them for employment without reservation.

Should you require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]