Place:

Date:

**To Whom It May Concern**

It is certified that Mr./Ms. **[Employee name]**, worked as **[Designation]** at **[Department]** with us from **DD/MM/YYYY** to **DD/MM/YYYY**.

During his/her tenure with us, we found him committed, enthusiastic, flexible, and organized.  He was well known for his/her excellent networking skills and cultural awareness.

We wish him/her all the best in all his future attempts.

For the **[the Hotel name]**

Authorized Signatory.