Place:
Date:

**To Whomsoever It May Concern**

This is to certify that **Mr. /Ms. [Employee Name]**  Employed with us as a **Manager** from **[Date]** to **[Date]**. He/she has a strong understanding of hotel management best practices and excellent communication skills.

His/her key responsibilities include:

1. Assigns tasks to hotel staff such as receptionists, kitchen staff, and office staff.
2. Resolves guest complaints and service issues.
3. Plan and implement all daily hotel operations.
4. Ensure safety and comfort for hotel guests.
5. Adherence to health and safety regulations.
6. Review the Daily Income Report, Workforce Report, and Monthly Income Statement.
7. Control expenses by taking part in all hotel transactions.

We at **[hotel name]** wish him/her all success in his/her future endeavours.

For the **[Hotel Name]**,

Authorized Signatory.