Place:   
Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. /Ms.** [Employee **Name]** was employed with us as a **Front Office Associate** from **[Date]** to **[Date]**. During his/her service with us, we found him/her sincere, hardworking, and extremely good communicator.

His/her major responsibilities include:

1. Perform all check-in and checkout tasks.
2. Managing online and phone bookings.
3. Management of the hotel PMS (Property Management System).
4. Keep records of reservations and payments up to date.
5. Supervision of guest support.

We wish him/her the best of luck in future endeavours.

For the **[Hotel Name]**,

Authorized Signatory.