

Hotel front desk experience letter

Fictional sample for editing and authorised review

FICTIONAL SAMPLE FOR EMPLOYER REVIEW

Letter reference: DEMO-HOTEL-107

Issue date: 30 September 2026

Employer: Coral Demo Hospitality Private Limited

Workplace: Demo Harbour Hotel

Employee: Elena Dsouza (fictional)

Employee ID: DEMO-FD-14

To whom it may concern,

Our fictional HR record identifies Elena Dsouza as a Front Desk Associate at Demo Harbour Hotel from 10 May 2023 to 18 September 2026.

Recorded duties included assisting with check-in and check-out procedures, updating assigned reservation records, responding to guest enquiries and coordinating with housekeeping regarding room readiness. The employee followed the property assigned escalation process for guest requests and billing queries.

This sample does not verify language proficiency, guest satisfaction scores, managerial authority or immigration status. Such statements require separate supporting evidence and approval.

Issued at the employee request for employment-history confirmation.

Authorised issuer: [actual hotel HR or employer representative]

Verification contact: [approved business contact]

Employer and property address: [actual details]

Authorised signature: _____