Housekeeping experience letter

Editable sample letter: replace the details with your own records before signing

Letter reference: [Reference]
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
Assignment: [Assignment]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] from [Start date] to [End date]. The employee's assignment was guest rooms on floors 3 to 5 of [Assignment]. Recorded duties included cleaning occupied and departure rooms to the hotel's room checklist, reporting damaged linen to the floor supervisor, restocking the minibar sheet only for items the employee counted, and completing the rooms-status update before the end of the shift. The employee did not supervise other attendants and did not handle guest payments.
For [Company]
Authorised issuer: [housekeeping manager or HR]
Verification contact: [approved employer contact]
Employer address: [actual property address]
Authorised signature and stamp if used: _____