Receptionist 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]
Workplace: [Workplace]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] at our [Workplace] from [Start date] to [End date].
The role on file covered receiving visitors against appointments, operating the office switchboard, issuing visitor passes, booking the two meeting rooms, and preparing the daily courier log for the office manager. The employee did not handle cash, payroll, or client contracts.
It is not a hotel front-desk letter and it does not describe night audit or guest billing.
For [Company]
Authorised issuer: [office manager or HR]
Verification contact: [approved employer contact]
Employer address: [actual [Workplace] address]
Authorised signature and stamp if used: _____