**{Company Logo}**

March 12, 2021

To whom it may concern.

Please accept this letter as my personal and profession endorsement of Joe Doe.

Employed primarily in the hospitality industry, I have had the privilege of working with Joe since 2006 and have always been impressed with Joe’s potential and capacity to grow. As a hospitality professional, he consistently displayed exceptional customer service and problem-solving skills. The positions in which Joe has excelled have been in his managerial roles. Well organized, able to understand complex systems and achieve goals, Joe’s true talent lies in his ability to communicate effectively.

Joe has excellent interpersonal skills and can easily gain others trust and commitment to his ideas and initiatives. Mr. Doe has real “presence” and because of his warm and genuine disposition, he is able to draw people in naturally and quickly. Joe asks others for their opinions and thoughts and listens intently to the answers. In challenging or difficult situations, Joe always seeks first to understand and then use tact and diplomacy to communicate his opinions and possible solutions.

I pursued Joe to secure his employment with ABC Hospitality because I have always appreciated his honesty, forthright nature and, most importantly, his passion for noble causes.

If you have any questions with regards to Mr. Doe, contact me directly at 306 555 1234.

In your service,

Sally Smith

CEO ABC Hospitality