To,

[Name of Recipient]

[Designation of Recipient]

[Restaurant’s Name]

Date:

**Subject: Reference Letter for Restaurant Manager**

Dear Sir/Madam,

I am writing this letter to refer Mr./Mrs. [name of the Concerned Person] for the position of Restaurant Manager in your restaurant. We have been working together at [mention the Organization name] for the last two years where he/she worked under me as the manager.

I must say that he/she is the fittest person for your organization. He/she has holds a certified degree of hotel management from a well reputed Institute, [mention Institute’s Name] and has a five years of experience in hotel and restaurant management. He/she is always loyal to his/her work and is very cooperative with the staff working under him/her. He/she possess some great leadership skills and he/she has the ability to motivate other employees to give their best to the organization.

Therefore, I am referring Mr./Mrs. [name of the Concerned Person] for this job and I hope that you will definitely consider this referral. For further details or queries, you are free to contact me any time.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]