

2nd March 2025

To Whom it May Concern

Employee Recommendation Letter – Gabriel Kelly

I am the Food and Beverage Manager at Lynwood Village, Ascot and I am writing this letter to inform you and make a great employee recommendation for Gabriel Kelly.

Gabriel has been employed as a Food and Beverage Assistant since August 2023 until present. His main responsibilities at Lynwood are to deliver a high-quality, customer focused food and beverage service to all our guests within well-presented and stocked catering outlets.

Gabriel fulfils his employment responsibilities with little supervision. The position requires interaction with our residents, the public, as well as the ability to liaise between different departments. Gabriel presents strong communication and interpersonal skills, always displaying exceptional customer service to all guests using our facilities. Gabriel is proactive within his role, often showing initiative to complete tasks during quieter periods.

Gabriel also takes on tasks outside of his core responsibilities to assist me with duties such as updating our electronic point of sales systems, stock taking and ordering of supplies. Regularly going above and beyond his role, Gabriel is someone I can trust in my absence to ensure the smooth running of the business in our Coffee Shop and Restaurant.

I am happy to act as a reference for Gabriel and can speak to his customer service skills, work ethic, computer literacy, and professionalism. Please feel free to contact me should you require further information.



Yours sincerely



Josh Probert
Food & Beverage Manager

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