

July 12, 2021

To Whom It May Concern:

I am pleased to provide this letter of recommendation for Haley Spencer. I have known Haley since May 2018 in her role as a server at the Lamplighter Restaurant in Clarksville, VA. Haley joined our serving staff periodically during summer and winter breaks from college. I had an opportunity to observe her work ethic, growth, and dedication as her manager during this time.

In her position as server, Haley arrived promptly for her shift and quickly began work, proving to be efficient and reliable. Additionally, Haley exhibited outstanding customer service skills. She made our guests feel welcome by demonstrating compassion and patience in customer interactions. Highly conscientious of customer needs, she accomplished tasks in a courteous and timely manner. She assisted her fellow servers whenever possible and kept calm in stressful situations, even when our restaurant was at its busiest, proving her ability to be a strong team player.

Based on my observations, Haley is well equipped to grow from any challenges she is presented with, and will dedicate extraordinary time and effort to whatever she pursues. I strongly endorse making Haley a member of your team. Please let me know if I can provide you with any further information.

Sincerely,

Havanna Keeton  
(919) 482-5687  
[havannakeeton@gmail.com](mailto:havannakeeton@gmail.com)