

Personal Character Reference Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to you in regard to [Candidate's Name], who has applied for the position of [Job Title] at [Company's Name]. I have known [Candidate's Name] for [duration] and can confidently provide a character reference for them.

[Candidate's Name] is a [positive quality] individual with a strong sense of [relevant trait]. During the time I have known them, they have consistently demonstrated [specific examples of positive behaviors or qualities].

I firmly believe that [Candidate's Name] possesses the skills and personal attributes that would make them an asset to your team. Their ability to [specific skill or ability related to the job] was particularly impressive during [specific situation].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this reference. I expect that [Candidate's Name] will exceed your expectations in the position they are applying for.

Sincerely,

[Your Name]