

Character Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a character reference for [Employee's Name], who worked under my supervision at [Company Name] from [Start Date] to [End Date]. During this time, I had the opportunity to observe [his/her/their] work ethic, professionalism, and interpersonal skills.

[Employee's Name] consistently demonstrated a strong commitment to [his/her/their] role, going above and beyond to ensure tasks were completed on time and to a high standard. [He/She/They] is a reliable and dedicated worker who always approached challenges with a positive attitude.

Beyond [his/her/their] job performance, what stood out most about [Employee's Name] was [his/her/their] ability to work collaboratively with others. [He/She/They] built strong relationships with colleagues and contributed to a positive team environment.

I have no hesitation in recommending [Employee's Name] for any opportunity [he/she/they] pursues. [He/She/They] would be a valuable asset to any organization.

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]