

Character Reference Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for my colleague, [Colleague's Name], who has worked alongside me at [Company Name] for [duration]. During this time, I have had the opportunity to observe [his/her/their] work ethic, professionalism, and dedicated attitude towards [his/her/their] role.

[Colleague's Name] has consistently demonstrated exceptional skills in [describe specific skills or traits], and has proven to be a valuable asset to our team. [He/She/They] approaches challenges with [a positive attitude/a solution-oriented mindset], and always strives to achieve the best outcomes.

In addition to [his/her/their] professional abilities, [Colleague's Name] is known for [his/her/their] strong interpersonal skills and ability to work collaboratively with others. [He/She/They] has earned the respect and trust of both peers and management alike.

I wholeheartedly recommend [Colleague's Name] for [the opportunity/position] that [he/she/they] is seeking. I am confident that [his/her/their] skills and character will make a positive impact wherever [he/she/they] goes.

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

Thank you for considering this reference.

Sincerely,

[Your Name]