

Character Reference Letter for [Employee's Name]

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

To Whom It May Concern,

I am writing to provide a character reference for [Employee's Name], who is applying for a part-time position at your organization. I have known [Employee's Name] for [duration of time] in my capacity as [your relationship, e.g., friend, colleague, etc.].

During this time, I have found [Employee's Name] to be [adjectives describing qualities, e.g., reliable, hardworking, etc.]. They possess excellent [mention specific skills relevant to the job], and have consistently shown [mention specific positive attributes, e.g., dedication, professionalism, etc.].

[Employee's Name] is a person of high integrity and is always willing to assist others. I believe they will be a great addition to your team and will contribute positively to your workplace.

If you have any further questions or would like more information, please feel free to contact me at [your phone number] or [your email].

Thank you for considering this reference.

Sincerely,
[Your Name]