

Character Reference Letter for Promotion

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to you in my capacity as [Your Position] at [Your Company] to provide a character reference for [Employee's Name], who is being considered for promotion to [Position Title].

Having worked with [Employee's Name] for [duration] in [context of working relationship], I can attest to their outstanding work ethic, dedication, and professionalism. [Employee's Name] consistently demonstrates a high level of competence and teamwork, making significant contributions to our projects.

One of [Employee's Name]'s key strengths is [specific strength or accomplishment]. This has not only benefited our team but has also had a positive impact on the overall objectives of our organization.

I believe that promoting [Employee's Name] to [Position Title] would bring tremendous value to the department and the company as a whole. I wholeheartedly support their candidacy and have no doubt that they will excel in this new role.

Thank you for considering my reference for [Employee's Name]. Please feel free to reach out if you need any further information.

Sincerely,
[Your Name]