

Character Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a character reference for [Candidate's Name], who is applying for [Position Name] at [Company Name]. I have known [Candidate's Name] for [number of years] in the capacity of [your relationship, e.g., colleague, neighbor, etc.].

[Candidate's Name] has consistently demonstrated qualities such as [list positive traits, e.g., integrity, responsibility, leadership skills] that make them a strong candidate for this position. I have witnessed their ability to [mention specific examples of skills or behaviors relevant to the job].

In addition to their professional skills, [Candidate's Name] is a person of good character and has shown [mention any community service or volunteer work]. I believe these experiences have enriched their perspective and ability to contribute effectively within a team.

I highly recommend [Candidate's Name] for the position at [Company Name], confident that they will be an asset to your organization. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization/Company]

[Your Address]