

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Former Worker's Name], who was employed with us at [Your Company] from [Start Date] to [End Date]. During this time, [he/she/they] demonstrated exceptional skills and professionalism.

[Former Worker's Name] was a valuable member of our team, consistently showing dedication, reliability, and a strong work ethic. [He/She/They] actively contributed to our [mention any specific projects or tasks], showcasing not only [his/her/their] technical abilities but also a great attitude towards teamwork.

In addition to [his/her/their] professional skills, [Former Worker's Name] is also a person of high character. [He/She/They] is trustworthy, respectful, and has always treated colleagues and clients with kindness and fairness.

It is without hesitation that I recommend [Former Worker's Name] for any future opportunities [he/she/they] may pursue. [He/She/They] would be an asset to any organization lucky enough to have [him/her/them] on board.

If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]