

Character Reference Letter for Employee Misconduct Case

A **character reference letter for employee misconduct case** is a formal document written to provide a balanced perspective on an employee's behavior and work ethic during disciplinary proceedings. It aims to highlight the individual's positive qualities, attest to their overall character, and offer support that may influence the case outcome. For example, a reference might state, "During my three years working with John, he consistently demonstrated responsibility, punctuality, and a willingness to learn, despite the recent misconduct issue. I believe this incident is out of character and that John is committed to improving his conduct."

Template

[Your Name]
[Your Position/Title]
[Your Company/Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position, if known]
[Company/Organization]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name or "To Whom It May Concern"],

I am writing this letter to provide a character reference for [Employee Name] in relation to the recent misconduct case. I have worked with [Employee Name] for [duration] as their [your relationship/position]. Throughout this time, I have found [him/her/them] to be [describe positive attributes such as responsible, reliable, hardworking, team player, etc.].

While I am aware of the current situation, I would like to emphasize that my experience with [Employee Name] has generally been very positive. [He/She/They] has/have consistently shown [mention specific qualities or give examples, e.g., "integrity in daily tasks," "respect for colleagues," "promptness and dedication to projects"]. I believe the incident in question is out of character and does not reflect [his/her/their] usual behavior.

I have observed [Employee Name] take responsibility for [his/her/their] actions and demonstrate a sincere desire to improve. I am confident that given the opportunity, [he/she/they] will learn and grow from this experience, continuing to contribute positively to the team and organization.

Please feel free to contact me if you need any additional information or clarification.

Sincerely,
[Your Name]

Example

Maria Thompson
Operations Manager
Acme Services Ltd.
123 Main Street
Springfield, IL 62701
maria.thompson@email.com
(555) 123-4567
June 15, 2024

HR Department
Acme Services Ltd.
123 Main Street
Springfield, IL 62701

To Whom It May Concern,

I am writing to provide a character reference for John Smith, who is currently involved in a misconduct case. As his direct supervisor for the past three years, I have witnessed John's dedication and professionalism in various challenging work situations.

During my time working with John, he consistently demonstrated responsibility, punctuality, and a genuine eagerness to learn. John has always contributed positively to team projects and maintained respectful relationships with his colleagues. The recent incident is not representative of the

person I have come to know professionally.

John has acknowledged his mistake and expressed sincere regret for his actions. I believe that this incident is out of character and that he is genuinely committed to making amends and improving his conduct moving forward.

If you require further details, please do not hesitate to contact me.

Sincerely,
Maria Thompson