

Character Reference Recommendation Letter Template

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

[Recipient's Name or "To Whom It May Concern"],
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Character Reference for [Candidate's Name]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to wholeheartedly recommend [Candidate's Full Name] for the position of [Job Title] at [Company Name]. I have known [him/her/them] for [length of time] as [describe your relationship, e.g., a colleague, mentor, teacher, supervisor, friend], and during this time, I have consistently been impressed with [his/her/their] integrity, strong work ethic, and outstanding character.

[Candidate's Name] demonstrates excellent communication skills, adaptability, and dedication in all [his/her/their] endeavors. [He/She/They] is dependable, trustworthy, and always approaches tasks with enthusiasm and responsibility. For example, [provide a specific anecdote or example highlighting a relevant skill or positive trait].

Beyond [his/her/their] professional abilities, [Candidate's Name] is a compassionate and respectful individual who excels in collaborative environments. [He/She/They] consistently goes above and beyond, earning the trust and respect of peers and supervisors alike.

I am confident that [Candidate's Name] will be an asset to your team and will make valuable contributions to your organization. I highly recommend [him/her/them] for the position without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,
[Your Name]