

# Character Reference Letter Including Leadership Skills Evaluation

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization/School Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to provide a character reference for [Candidate's Name], whom I have had the pleasure of working with for [duration] in the capacity of [your relationship, e.g., colleague, supervisor, mentor]. During this time, I have witnessed firsthand [Candidate's Name]'s exceptional personal qualities as well as their outstanding leadership skills.

[Candidate's Name] consistently demonstrates integrity and responsibility in all endeavors, always upholding high ethical standards. Their natural ability to communicate clearly and effectively allows them to connect with diverse groups, successfully relay information, and foster open, productive dialogue.

As a leader, [Candidate's Name] excels in motivating and guiding others towards shared objectives. They have shown great competency in problem-solving, often implementing innovative solutions in challenging situations. Their commitment to teamwork is evident in their willingness to collaborate, listen to differing perspectives, and encourage participation from all group members.

One example of [Candidate's Name]'s leadership occurred when [describe a specific instance, e.g., "they led a project team through a tight deadline, organizing tasks efficiently and supporting each member to overcome obstacles"]. The success of this project was largely attributable to [his/her/their] strategic vision and steadfast support of the team.

In all interactions, [Candidate's Name] exhibits respect, empathy, and a genuine desire to help others reach their full potential. Their consistent demonstration of strong character coupled with proven leadership skills convinces me that they will continue to be an asset in any environment.

I wholeheartedly recommend [Candidate's Name] for [position, role, or opportunity]. Should you require any further information, please do not hesitate to contact me.

Sincerely,  
[Your Name]