

Reference Letter: Honest Character Evaluation from Employer

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

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

Dear [Recipient's Name],

I am pleased to write this reference letter for [Employee's Name], who worked under my supervision as a [Employee's Position] at [Company Name] from [start date] to [end date]. During this period, I had ample opportunity to observe [his/her/their] performance, professional demeanor, and personal qualities.

[Employee's Name] consistently demonstrated a strong work ethic, reliability, and a positive attitude towards challenging tasks. [He/She/They] could always be depended upon to meet deadlines, maintain high standards in [his/her/their] work, and collaborate well with both peers and management. In particular, [he/she/they] excelled at [briefly mention one or two relevant strengths or key responsibilities].

In terms of character, [Employee's Name] is known for [his/her/their] honesty, integrity, and accountability. [He/She/They] approaches every situation with thoughtfulness and professionalism, often serving as a role model within the team. That said, [he/she/they] sometimes can be [mention area for improvement, e.g., "overly self-critical" or "reserved when presenting ideas in large groups"], but I have seen [him/her/them] make conscious efforts to address this through [e.g., "seeking feedback" or "volunteering for team presentations"].

Overall, I am confident that [Employee's Name] will be a valuable addition to any organization. [He/She/They] exhibits the traits of a dependable and principled professional, and I believe [his/her/their] future colleagues will appreciate [his/her/their] commitment as much as we did.

Please feel free to contact me if you require further information or clarification regarding [Employee's Name].

Sincerely,
[Your Name]
[Your Position]
[Company Name]