

Reference Letter Template: Detailed Character Evaluation

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Full Name] for [position, program, or opportunity] at your esteemed [company/organization/institution]. Having worked with [him/her/them] for [duration] as [his/her/their] [relation, e.g., supervisor, colleague], I am thoroughly impressed by [Candidate's First Name]'s exceptional character, unwavering work ethic, and outstanding interpersonal skills.

Character Evaluation

[Candidate's First Name] is a person of great integrity and reliability. Throughout our time working together, [he/she/they] consistently demonstrated honesty, responsibility, and a strong moral compass. [He/She/They] approaches challenges with a positive attitude and resilience, inspiring others by example.

[He/She/They] excels in collaborative environments, showing respect, empathy, and understanding toward team members and clients alike. [His/Her/Their] ability to communicate clearly and thoughtfully has significantly contributed to resolving conflicts and fostering a harmonious workplace. [Mention specific example: e.g., "For instance, during a challenging team project, [Name] mediated differing opinions, leading to a successful outcome and renewed team trust."]

In addition to strong social skills, [Candidate's First Name] is committed to continuous personal and professional growth. [He/She/They] actively seeks feedback and is always eager to learn new skills. [His/Her/Their] dedication and diligence are evident in [his/her/their] consistently high-quality work and willingness to go above and beyond assigned responsibilities.

Specific Strengths and Contributions

- **Dependability:** Always punctual, meets deadlines, and can be relied upon to fulfill promises.
- **Professionalism:** Conducts [himself/herself/themselves] with respect and discretion.
- **Leadership:** Motivates and guides others in both formal and informal leadership roles.
- **Problem-solving:** Approaches issues analytically and creatively, always seeking practical solutions.
- **Ethical Standards:** Upholds honesty and fairness, serving as a model of integrity.

Based on my experience, I am confident that [Candidate's First Name] will be a valuable asset to your [company/organization/program]. [He/She/They] has my highest recommendation, and I wholeheartedly support [his/her/their] application.

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

Sincerely,
[Your Name]
[Your Title/Organization]