

[Your Name]
[Your Current Job Title]
[Your Department]
[Date]

[Hiring Manager's Name or Search Committee]
[Department Name]
[Company Name]

Subject: Character Reference for [Candidate Name]

Dear [Hiring Manager's Name],

It is my pleasure to write this character reference for [Candidate Name] regarding their application for the position of [Job Title]. I have known [Candidate Name] for [Number] years in my capacity as [Your Relationship, e.g., colleague/supervisor] at [Company Name].

During our time working together, I have observed [Candidate Name] demonstrate exceptional integrity, reliability, and a strong work ethic. They consistently treat all team members with respect and contribute to a positive workplace culture. One specific instance that highlights their character was when [describe a brief situation showing their leadership, honesty, or teamwork].

Beyond their technical skills, [Candidate Name] possesses the emotional intelligence and professional maturity required for this promotion. They handle challenges with composure and are always willing to go above and beyond to support the department's goals.

I have full confidence in [Candidate Name]'s ability to excel in this new role and believe they are an ideal cultural fit for the [Department Name] team. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Email Address]
[Your Extension/Phone Number]