

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Date]

[Hiring Manager Name]
[Human Resources Department]
[Company Name]
[Company Address]

Subject: Character Reference for [Applicant Name]

Dear [Hiring Manager Name],

I am writing this letter to provide a personal character reference for [Applicant Name]. I have known [Applicant Name] for [Number] years in a [personal/academic/volunteer] capacity. During this time, I have observed their integrity, work ethic, and interpersonal skills firsthand.

[Applicant Name] is an individual of exceptional character. They possess a strong sense of responsibility and have always demonstrated a commitment to honesty and professionalism. In our time knowing each other, I have seen them handle difficult situations with maturity and a positive attitude.

Specifically, I would like to highlight their [mention a specific trait, e.g., leadership, empathy, or reliability]. For example, [provide a brief example of their character in action]. I believe these qualities make them an excellent candidate for a position within your organization.

I recommend [Applicant Name] without reservation. I am confident that they will be a valuable asset to your team and will uphold the values of [Company Name].

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]