

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Character Reference for [Applicant Name]

Dear [Hiring Manager Name],

I am writing to provide a personal character reference for [Applicant Name], who is applying for the Human Resources Internship at [Company Name]. I have known [Applicant Name] for [Number] years in my capacity as [Your Relationship, e.g., Professor, Mentor, Family Friend].

During our time knowing each other, [Applicant Name] has consistently demonstrated exceptional integrity, empathy, and professionalism. In my observations, they possess a unique ability to handle sensitive information with discretion and approach interpersonal conflicts with a calm, objective mindset. These qualities are essential for a successful career in Human Resources.

Specific instances where [Applicant Name] showed leadership and ethical judgment include [Briefly Mention a Specific Example]. They are a disciplined individual who values diversity and fosters an inclusive environment in every project they undertake.

I am confident that [Applicant Name] will be a valuable asset to your HR team. Their strong communication skills and commitment to people-oriented service make them an ideal candidate for this internship.

Please feel free to contact me if you require any further information regarding their character or background.

Sincerely,

[Your Signature]

[Your Printed Name]