

[Your Name]
[Your Job Title]
[Your Company]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]

Subject: Character Reference for [Applicant Name]

Dear [Recipient Name],

I am writing to provide a personal character reference for [Applicant Name], whom I have known for [Number] years. We worked together as peers in the [Department Name] department at [Company Name], where I had the opportunity to observe their professional conduct and personal integrity firsthand.

During our time working together, [Applicant Name] consistently demonstrated exceptional reliability and a strong work ethic. Beyond their technical skills, they possess a high level of emotional intelligence and the ability to maintain a positive attitude even during high-pressure situations. They are highly respected by our colleagues for their honesty, fairness, and willingness to support others.

One specific instance that highlights their character was when [briefly describe a situation showing their integrity or teamwork]. This reflected their commitment to doing the right thing and their dedication to the success of the team over individual recognition.

I have full confidence in [Applicant Name]'s character and believe they would be a significant asset to your organization. They embody the qualities of a true professional and a person of great merit.

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

Sincerely,

[Your Signature]

[Your Printed Name]