

[Your Full Name]  
[Your Current Title/Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]

[Date]

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

Subject: Personal Character Reference for [Candidate Name]

Dear [Recipient Name],

It is my distinct pleasure to provide this character reference for [Candidate Name], whom I have known for [Number] years. Having observed [Candidate Name] in various leadership capacities, I am confident in their exceptional integrity, vision, and professional conduct.

During our time working together at [Organization/Context], I witnessed [Candidate Name] navigate complex organizational challenges with a level of composure and strategic thinking that is rare. They possess a unique ability to inspire teams while maintaining a firm commitment to ethical decision-making and accountability. [Candidate Name] does not merely lead by authority, but by earning the trust and respect of those around them through transparency and consistency.

Beyond their technical acumen, [Candidate Name] exhibits a high degree of emotional intelligence. They are a dedicated mentor and a principled communicator who prioritizes the long-term health of the organization and its culture. Their reputation among peers and subordinates is one of reliability and unwavering character.

I recommend [Candidate Name] for a senior leadership role without reservation. I am certain they will be a transformative asset to your executive team. Please feel free to contact me directly if you require further insights into their qualifications or character.

Sincerely,

[Your Signature]

[Your Printed Name]