

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

[Hiring Manager Name or "To Whom It May Concern"]
[Company Name]
[Company Address]

Subject: Character Reference for [Candidate Name]

Dear [Recipient Name],

I am writing this letter to provide a personal character reference for [Candidate Name], who is currently seeking to return to the workforce with [Company Name]. I have known [Candidate Name] for [Number] years in a [personal/professional/academic] capacity.

During the time I have known [him/her/them], [Candidate Name] has consistently demonstrated strong values, including [Trait 1, e.g., integrity], [Trait 2, e.g., reliability], and a dedicated work ethic. Even during [his/her/their] time away from formal employment, [he/she/they] remained active by [mention a brief activity like volunteering, education, or family management], which showcases [his/her/their] ability to manage responsibilities effectively.

[Candidate Name] is a resilient and motivated individual. I have observed [his/her/their] ability to solve problems and work well with others. I am confident that [his/her/their] personal growth and character will make [him/her/them] a valuable asset to your team.

I highly recommend [Candidate Name] for employment. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]