

[Your Name]  
[Your Current Job Title]  
[Your Phone Number]  
[Your Email Address]

[Date]

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

RE: Character Reference for [Candidate Name]

Dear [Hiring Manager Name],

It is my pleasure to write this character reference for [Candidate Name], who is currently transitioning from a career in [Old Industry/Field] to [New Industry/Field]. I have known [Candidate Name] for [Number] years in a [personal/professional] capacity.

During our time together, I have observed [Candidate Name] demonstrate exceptional [Trait 1, e.g., adaptability] and [Trait 2, e.g., work ethic]. Even though they are moving into a new field, the core strengths they possess—specifically their ability to [Specific Skill, e.g., solve complex problems] and their dedication to continuous learning—are qualities that translate perfectly to any professional environment.

One specific example of their character is when [Briefly describe a situation where the candidate showed integrity, leadership, or a quick ability to learn]. This experience convinces me that they will be an asset to your team at [Company Name] and will quickly master the technical requirements of this new role.

[Candidate Name] is a person of high integrity and remarkable resilience. I recommend them for this position without reservation.

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

Sincerely,

[Your Signature]

[Your Printed Name]