

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

[Date]

[Recipient Name]
[Recipient Title/Employee Relations Department]
[Company Name]
[Company Address]

Subject: Character Reference for [Employee Name]

Dear [Recipient Name],

I am writing this letter to provide a personal character reference for [Employee Name], whom I have known for [Number] years in a [personal/professional/academic] capacity.

During my time knowing [Employee Name], I have consistently observed them to be an individual of high integrity and strong moral character. They are [list 2-3 traits, e.g., reliable, honest, and hardworking]. I have personally seen them demonstrate these qualities when [briefly describe a specific example or situation].

[Employee Name] possesses an excellent temperament and works well with others. They are known for being [mention interpersonal skill, e.g., a good listener/supportive colleague/respectful communicator], and I believe they are a valuable asset to any environment they are a part of.

I am confident in [Employee Name]'s character and their commitment to professional and personal excellence. Please feel free to contact me if you require any further information or clarification regarding this reference.

Sincerely,

[Your Signature]

[Your Printed Name]