

[Your Name]
[Your Job Title/Professional Designation]
[Your Company Name]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Hiring Manager]
[Company Name]
[Company Address]

Subject: Character Reference for [Candidate Name]

Dear [Recipient Name],

I am writing this letter to provide a formal character reference for [Candidate Name], who is currently applying for a Human Resources Consultant position with your organization. I have known [Candidate Name] for [Number] years in a [Professional/Personal] capacity.

During our time working together at [Former Company or Context], I observed [Candidate Name] consistently demonstrate the highest levels of integrity, emotional intelligence, and professional ethics. As an HR professional, they possess a unique ability to balance organizational objectives with a deep empathy for employee well-being.

One of [Candidate Name]'s greatest strengths is their conflict resolution capability. I recall a specific instance where they [Briefly describe a situation showcasing their judgment or problem-solving skills]. Their calm demeanor and objective approach were instrumental in reaching a fair and effective resolution.

Beyond their technical HR knowledge, [Candidate Name] is a person of high moral character. They handle sensitive and confidential information with extreme discretion and always advocate for fair workplace practices. They are a natural communicator who builds trust effortlessly across all levels of an organization.

I have full confidence in [Candidate Name]'s character and professional capabilities. I am certain they will be a valuable asset to your team as a consultant. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]