

[Date]

[Union Name/Local Number]
[Apprenticeship Committee Name]
[Address]
[City, State, Zip Code]

RE: Character Reference for [Applicant Name]

To the Apprenticeship Selection Committee,

I am writing this letter on behalf of the Human Resources Department at [Company Name] to provide a character reference for [Applicant Name], who is applying for the [Trade] Apprenticeship program.

[Applicant Name] has been employed with our company since [Start Date] in the role of [Job Title]. During their tenure, they have consistently demonstrated a strong work ethic, punctuality, and a commitment to workplace safety.

As an employee, [Applicant Name] has maintained an excellent attendance record and has shown a great deal of initiative in learning new tasks. They work well within a team environment, follow instructions accurately, and maintain a professional attitude even under demanding conditions. We have found them to be reliable, honest, and dedicated to their professional development.

Based on their performance and character during their time with [Company Name], we believe [Applicant Name] possesses the discipline and aptitude required to succeed in a rigorous union apprenticeship. We fully support their application.

Should you require any further information or verification of employment, please feel free to contact the Human Resources office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
Human Resources Department
[Company Name]