

Formal Character Reference Letter

Subject: Character Reference for [Candidate Name]

Dear [Hiring Manager Name],

I am writing to provide a character reference for [Candidate Name], who has applied for the position of [Job Title] at your organization. I have known [Candidate Name] for [Duration] in my capacity as [Your Position or Relationship].

Throughout this time, [Candidate Name] has demonstrated exceptional professionalism, integrity, and dedication. They are highly reliable, hardworking, and possess excellent interpersonal skills. I am confident that [Candidate Name] will be a valuable asset to your team.

Please feel free to contact me at [Your Contact Information] for any further information.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

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