

Professional job-related character reference

Subject: Character Reference for [Name]

Dear Hiring Manager,

It is with great confidence that I recommend [Name] for the position of [Job Title] at your organization. I have known [Name] for [time period] in a professional capacity as [colleague, supervisor, mentor]. During this time, I have been impressed by [his/her/their] commitment, reliability, and ethical conduct.

[Name] is a dependable individual who treats others with respect and works hard to achieve goals. Beyond professional skills, [he/she/they] demonstrates qualities such as honesty, accountability, and teamwork. These attributes contribute to creating a positive and productive environment.

I strongly believe that [Name] will bring integrity and dedication to your workplace. Should you need more information, I am happy to provide additional details.

Best regards,

[Your Name]

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