

## Formal reference letter for employment

Subject: Character Reference for [Employee Name]

Dear [Recipient Name],

I am writing to provide a character reference for [Employee Name], who has worked with us at [Company Name] for [duration]. During this time, [Employee Name] has consistently demonstrated integrity, professionalism, and a strong work ethic.

They are dependable, punctual, and maintain excellent interpersonal relationships with colleagues and clients. I have no hesitation in recommending [Employee Name] for any position or responsibility that requires honesty, diligence, and dedication.

Please feel free to contact me for any further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Date]

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