

Reference for employee applying for academic program

Subject: Character Reference for Academic Application " [Employee Name]

Dear [Recipient Name],

I am writing to provide a character reference for [Employee Name], who has been an exemplary employee at [Company Name] for [duration]. They have shown exceptional discipline, dedication, and intellectual curiosity.

I believe these qualities will make them a successful candidate for your academic program, and I fully endorse their application.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Date]

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