

# Employee Character Reference Letter

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Date: April 4, 2020

To,  
Christopher Scharff  
149 Haven Lane  
Lansing, MI 48933

Dear sir,

I encourage you to promote Michael Ellis as a candidate for your open position. While serving as one of our Administrative Assistants, Michael worked as a member of our office in 2016 and 2021. His years of experience will do your facility plenty of good.

While this was a valuable contribution, Michael did a fantastic job and was a significant asset to our company during the time he spent in the office. He is an excellent writer and communicator, possesses high organizational skills, and can work independently or as part of a team.

I explained to even my interns about his effectiveness, which allowed me to delegate to his other tasks, such as putting together a training program for them. Michael went beyond what I typically ask for in additional assignments, as he often does.

Michael was very willing to offer assistance to Louisianans and always had a good connection with all the clients cultivated in our office, such as customers, vendors, and other associations. This really would be of high quality to your company, as you mention that you are thinking about hiring a candidate who is able to engage with people outside of your workplace.

This man would be a great asset to anyone applying for work, and I enthusiastically recommend it to any business he might be considering. Please get in touch with me if you have any questions.

Sincerely,  
Effie K. Whobrey  
Office Manager