

Professional Character Reference Letter

From,
Alexander Holton
4382 Rocky Road
Philadelphia, PA 19104
Contact: 215-596-4399

Date: June 22, 1958

Dear sir,

It has been 5 years since I have known Patrick Warren, as both, a close friend and colleague. I was first introduced to Patrick when I joined XYZ company, where he was working as an executive. I am writing this reference letter with regard to his application for a manager in this company.

Patrick is one of the most disciplined and punctual people I've ever known. His ability to work efficiently under stressful conditions and nerve-wracking deadlines speaks volumes about his hard work, determination, and composed demeanour. He worked as the project leader and demonstrated excellent leadership skills and morale during the project.

I would also like to add that, Patrick is a compassionate human being with praiseworthy perseverance and ambition. He is a deserving candidate for the manager post in your company and would prove to be an indispensable asset to your organization. I thereby, strongly recommend Patrick for the aforementioned post.

Sincerely,
Alexander Holton