

Character Reference Letter

Ivy Johnson
5791 Chestnut Lane
Boston, MA 02115
Email: ivy.johnson@example.com
Phone: (617) 555-7890

[Date]

To Whom It May Concern,

I am writing to provide a character reference for [Administrative Assistant's Full Name], who has been an invaluable member of our team for [number of years]. In [his/her/their] role as an administrative assistant, [he/she/they] consistently demonstrated exceptional organizational skills, attention to detail, and a proactive attitude.

[Administrative Assistant's Name] is known for [his/her/their] professionalism, reliability, and excellent communication skills. [He/She/They] manages tasks efficiently, often going above and beyond to ensure the smooth operation of our office. [His/Her/Their] friendly demeanor and willingness to assist others make [him/her/them] a pleasure to work with.

I am confident that [Administrative Assistant's Name] will be an asset to any organization. [He/She/They] is dedicated, trustworthy, and capable of handling responsibilities with the utmost care.

Please feel free to contact me if you need further information.

Sincerely,

[Ivy Signature]
Ivy Johnson
5791 Chestnut Lane
Boston, MA 02115
Phone: (617) 555-7890