

# Character Reference Letter

From,  
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[Date]

To Whom It May Concern,

I am pleased to write this character reference letter on behalf of my colleague, [Coworker's Full Name], with whom I have had the privilege of working for [number of years] at [Company Name]. During our time working together, I have come to know [Name] as a dependable, hardworking, and trustworthy employee who consistently demonstrates exceptional character and professionalism.

As [Coworker's Position], [Name] has been a key member of our team, contributing significantly to [describe team or project responsibilities—e.g., “our sales team by consistently meeting and exceeding targets”]. [He/She/They] approach each task with dedication, a positive attitude, and an unwavering commitment to quality, making [him/her/them] an invaluable asset to our organization.

What sets [Name] apart is not just [his/her/their] technical skills and job performance but also [his/her/their] character. [He/She/They] is well-regarded by colleagues and supervisors alike for [his/her/their] integrity, reliability, and willingness to help others. [Name] consistently goes above and beyond, not only fulfilling [his/her/their] duties but also supporting team members whenever needed.

I recall a specific instance when [describe a situation that highlights the coworker's character, e.g., “we faced a major challenge during an important project, and [Name] took the initiative to coordinate the team, address concerns, and ensure that deadlines were met without compromising quality. [His/Her/Their] leadership, calm demeanor, and problem-solving skills were instrumental in the project's success.”]

Outside of [his/her/their] professional capabilities, [Name] also embodies qualities such as kindness, respect, and empathy, which make [him/her/them] not only a great coworker but also a person of strong moral character. [He/She/They] actively participates in team activities, fosters a collaborative environment, and treats everyone with equal respect.

[Name]'s dedication extends beyond the workplace. [He/She/They] are also involved in [mention any community service, volunteer work, or other activities, e.g., “volunteering at local charity events, which reflects [his/her/their] commitment to giving back to the community”]. This speaks volumes about [his/her/their] character and willingness to contribute positively both in and outside of work.

I have no hesitation in recommending [Coworker's Full Name] as a person of excellent character, ethics, and professionalism. [He/She/They] would undoubtedly bring the same level of dedication, integrity, and positive energy to any role or endeavor [he/she/they] choose to pursue.

Thank you for considering my recommendation. If you require any further information or would like to discuss [Name]'s qualifications further, please feel free to contact me at [your contact information].

Sincerely,  
[Signature]  
Isabella Martinez