

# Character Reference Letter for Job

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**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name], whom I have known for [duration] in my capacity as [your relationship with the candidate]. During the time I have known them, they have been an exemplary individual displaying a high level of professionalism, integrity, and kindness.

[Candidate's Name] has always demonstrated great enthusiasm and dedication for their work. One of the qualities that I admire the most in [Candidate's Name] is their ability to stay calm under pressure. On numerous occasions, I have seen them handle difficult situations with grace and maturity.

In addition to their exceptional interpersonal skills, [Candidate's Name] is incredibly reliable. They have volunteered for [mention any relevant community or group activity],

where they showed not only leadership but also a genuine commitment to the community's welfare.

[Candidate's Name] is a trustworthy individual who can always be relied upon to see any task through to completion. They are not only a team player but also a great motivator who brings out the best in those around them.

I am confident that [Candidate's Name] would be an excellent addition to your team at [Company/Organization Name]. They will bring not only the skills and experiences you are looking for in an applicant but also a positive attitude and a drive that will make them a pleasure to work with.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or further insights into [Candidate's Name]'s qualifications and abilities.

Thank you for considering this reference.

**Sincerely,**

[Your Signature (if sending a hard copy)]

[Your Printed Name]