

Formal character reference for employment

Subject: Character Reference for [Candidate's Name]

Dear [Recipient's Name],

I am writing to provide a character reference for [Candidate's Name], who has applied for the position of [Job Title] with your organization. I have known [Candidate's Name] for [number] years in both professional and personal settings, and I can confidently vouch for their integrity, reliability, and strong work ethic.

Throughout my interactions with [Candidate's Name], I have consistently found them to be honest, responsible, and respectful toward others. They demonstrate excellent communication skills and consistently approach challenges with a positive and solution-oriented mindset.

I strongly believe that [Candidate's Name] would be an asset to your organization. Please feel free to reach out to me at [contact information] if you require additional details or clarification.

Sincerely,

[Your Name]

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