

Short and concise reference via email

Subject: Character Reference " [Employee Name]

Dear [Recipient Name],

I am writing to quickly endorse [Employee Name] as a reliable and trustworthy professional. They have consistently shown dedication, punctuality, and a strong work ethic during their time at [Company Name].

Please feel free to contact me for any further details.

Best regards,

[Your Name]

[Your Position]

[Date]

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