

Character Recommendation Letter for Job

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Applicant Name], who is applying for the [Job Title] position at your company. I have known [Applicant Name] for [Number] years in my capacity as [Your relationship to the applicant, e.g., friend, neighbor, volunteer colleague].

[Applicant Name] is a highly [positive character trait, e.g., responsible, trustworthy, and dependable] individual with a strong work ethic. They are [positive character trait, e.g., kind, compassionate, and understanding] and a team player who is always willing to go the extra mile to help others.

For example, [Specific example of a time when the applicant demonstrated a positive quality relevant to the job]. This experience highlights [Applicant Name]'s [positive quality] and their ability to [relevant skill]. [Applicant Name] is also a highly motivated individual with a strong desire to learn and grow. They are [positive character trait, e.g., curious, inquisitive, and eager to learn] and are always looking for ways to improve their skills and knowledge.

In addition to their positive character traits, [Applicant Name] possesses several skills that would be valuable in the [Job Title] position. These skills include [List of relevant skills, e.g., communication, problem-solving, and time management].

I am confident that [Applicant Name] would be a valuable asset to your team. They are a highly motivated and qualified individual who is eager to learn and contribute to a positive work environment. I highly recommend [him/her] for the [Job Title] position and would be happy to answer any questions you may have.

Sincerely,

[Your Name]
[Your Title/Occupation, if applicable]
[Your Contact Information]