### **Character Reference Letter for Coworker**

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

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Coworker's Name], with whom I have had the pleasure of working closely for [number of years] years at [Your Company]. During this time, I have come to know [him/her/them] as a reliable, hardworking, and highly professional individual.

[His/Her/Their] dedication to excellence is evident in everything [he/she/they] does. [Coworker's Name] consistently demonstrates strong work ethics, exceptional problem-solving skills, and the ability to work well under pressure. [He/She/They] have been an invaluable member of our team, always willing to go above and beyond to ensure the success of our projects.

Furthermore, [Coworker's Name] is a person of great integrity and dependability. [He/She/They] communicate effectively, work collaboratively with colleagues, and maintain positive relationships with clients and stakeholders. [His/Her/Their] positive attitude and professionalism make [him/her/them] a pleasure to work with.

In summary, I have no doubt that [Coworker's Name] will excel in any future endeavors and be an asset to any team. I highly recommend [him/her/them] for [position/opportunity] without reservation.

Thank you for considering my recommendation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]  
[Your Title]  
[Your Signature, if sending a hard copy]