### **Employee 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 at [Your Company] for [number of years] years. During this time, I have known [him/her/them] to be an exemplary employee who consistently demonstrates professionalism, integrity, and dedication.

[His/Her/Their] work ethic is outstanding, always going above and beyond to meet and exceed expectations. [Coworker's Name] approaches tasks with a positive attitude and a high level of diligence. [He/She/They] are highly organized, dependable, and capable of handling multiple responsibilities efficiently.

One of [Coworker's Name]'s greatest strengths is [his/her/their] ability to work collaboratively within a team. [He/She/They] communicate effectively with colleagues and clients alike, fostering a positive and productive work environment. [His/Her/Their] interpersonal skills and willingness to assist others make [him/her/them] a valuable team member.

Furthermore, [Coworker's Name] has consistently demonstrated strong problem-solving abilities and adaptability. [He/She/They] remain calm under pressure and approach challenges with a strategic mindset, contributing significantly to the success of our projects.

In summary, I am confident that [Coworker's Name] will be an asset to any organization [he/she/they] choose to join. [He/She/They] possess the qualities of a dedicated and reliable professional who strives for excellence in all endeavors.

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

Sincerely,

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