

# Professional Character Reference Letter for Coworker

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[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 professional 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 colleague who consistently demonstrates professionalism, integrity, and a strong work ethic.

[His/Her/Their] dedication to excellence is evident in all aspects of [his/her/their] work. [Coworker's Name] is highly organized, reliable, and capable of managing multiple tasks effectively. [He/She/They] approach every project with a positive attitude and a commitment to achieving the best possible outcomes.

One of [Coworker's Name]'s most notable strengths is [his/her/their] ability to collaborate effectively within a team. [He/She/They] communicate clearly and respectfully, fostering a productive and harmonious work environment. [His/Her/Their] interpersonal skills are exceptional, and [he/she/they] consistently demonstrate respect and support for colleagues.

In addition, [Coworker's Name] is a skilled problem-solver who remains calm and composed under pressure. [He/She/They] approach challenges with a strategic mindset and have a proven ability to devise effective solutions. [His/Her/Their] adaptability and resourcefulness make [him/her/them] a valuable asset to our team.

In summary, I am confident that [Coworker's Name] will be a valuable addition to any organization. [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]