### **Work Colleague 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 come to know [him/her/them] as a highly professional, dedicated, and reliable colleague.

[His/Her/Their] work ethic is exemplary. [Coworker's Name] consistently goes above and beyond in all tasks, demonstrating a strong commitment to excellence. [He/She/They] are highly organized, efficient, and capable of managing multiple responsibilities with ease.

One of [Coworker's Name]'s greatest strengths is [his/her/their] ability to work collaboratively with others. [He/She/They] communicate effectively, fostering a positive and productive team environment. [His/Her/Their] interpersonal skills are exceptional, and [he/she/they] always treat colleagues with respect and kindness.

In addition, [Coworker's Name] has shown remarkable problem-solving skills and adaptability. [He/She/They] remain calm under pressure and approach challenges with a thoughtful and strategic mindset, contributing significantly to our team's success.

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

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]