TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Character Reference Letter

Dear **[Name],**

I had the pleasure of working alongside **[Name]**  at Northwest Industries for several years. She was both a colleague and a friend and is talented in many areas. During our time working together, **[Name]**  demonstrated immense creativity and dedication to her job.

**[Name]** is one of the hardest working people I’ve worked with and is committed to not only completing her duties but ensuring they are done in the most successful and efficient way possible. She always sought out opportunities to help others in the workplace and regularly offered her guidance to new employees during their training process.

Once, when a new employee was being trained in their position, the designated trainer fell sick and missed several days of work. **[Name]**  stepped up and accepted the responsibility to provide training to the new employee while the original trainer was out sick and continued to keep up with her own work all the while.

**[Name]**  is the type of person who is always willing to go above and beyond, and her positive attitude is an attribute that has an uplifting effect on everyone around her.

In conclusion, I highly recommend **[Name]** for this position and any other position she may go after in a professional capacity. She is someone you can truly count on to get the job done and will be an asset to any company she works for.

Please let me know if I can be of further assistance in this matter, and don’t hesitate to reach out to me with any further questions regarding **[Name]**  capabilities for this position.

Sincerely

**[Signature]**