##### **CHARACTER REFERENCE LETTER FOR COURT**

September 10, 20XX

To the Sentencing Magistrate

Broadmeadows Magistrates’ Court

Your Honour,

I am aware that Ms Angela Cranne, my employee and Operations Head at Social Events Master, has been recently charged with “Dangerous Driving”. As her employer I provide this character reference on her behalf with a sincere belief that the offending is highly contrary to her work ethic and disposition in life.

I have known Angela since she applied to be a Marketing Executive at my company seven years ago. It has been a great pleasure working with such a talented and benevolent woman and she has helped me expand my company to what it is today. Many of our clients could attest to Angela’s dedication to work and to her many positive qualities. She is especially known for personally sponsoring Christmas parties for children in two orphanages every year. As an active member of a group that promotes children’s welfare, Angela has also greatly contributed to sending many children with special health concerns to medical specialists.

Angela also has the respect of all our staff at Social Events Master. This is best demonstrated by the results of a recent annual employee survey we conducted. She is much loved for devising strategies that promote cost-effective employee benefits; and her suggestions for ways the company can take part in charitable activities have been very uplifting to the morale of all employees. Most importantly, Angela has made it possible for my company to employ more people. She shows dignity to our older staff (baby boomers) and has always maintained that skill issues should never be a reason for someone to be terminated because she believes that skills can be honed by promoting an ideal workplace environment. She is exceptional at judging people’s talent and assigning the best person for a specific task.

This is Angela’s first criminal charge and she is clearly worried by what this can do to her personal and professional reputation. She approached me about the offending and expressed how she truly regrets driving at a speed that was dangerous to the public, let alone to children who have been the centre of her charitable efforts. She is currently attending a safe driving program and aims to learn more about traffic regulations so she won’t commit the same road mistakes again.

It was definitely a surprise to have learned about Angela’s offending and I personally understand the gravity of this offence. However, knowing the kind of woman she is, I am sure that she will take a great lesson from this experience and will do even greater things onwards to compensate for this lapse in her character. Although a licence disqualification will certainly affect the way in which she performs her duties to the company and its clients, we shall continue her employment with us and will respect Your Honour’s decision in the sentencing outcome of her case.

You may also contact me on my personal mobile number at (03) 5555-1234 if you wish to clarify any of the information I have presented above.

Truly yours,

Elizabeth Kensington

Owner & Chief Executive Officer

Social Events Master

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