



Character Witness Letter

Dear _____:

My name is _____ of _____.

I am writing to you this letter in offering my recommendation to _____ for a position in your company. I have known _____ for _____ years both as a colleague and an employee of our company.

During _____'s tenure, _____ has demonstrated characteristics of leadership and dedication where _____ craft and skills highly benefit the company. _____ has been known to us to be caring, supportive, and helpful in achieving goals together with _____ team. I have witnessed _____ develop and excel in what _____ does.

_____ has been a hardworking and trustworthy person. I would be happy to answer your questions or further discuss with you my recommendation. Just reach out to me through _____ or at _____.

Thank you for taking time in reading this letter.

Regards,



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