

CHARACTER REFERENCE LETTER

TO

FROM

To whom it may concern,

This letter serves as a reference for _____ who was previously my co-worker in _____ starting from _____ to _____.

I was his/her Team Manager and his/her position was _____.

The key characteristics of _____ are integrity, honesty, and reliability. They consistently demonstrate a strong sense of ethics and morality in their interactions with others, and their word can always be trusted.

Based on my personal experience _____ possesses exceptional communication skills, leadership abilities and problem-solving capabilities. They are a great listener who is always willing to lend a helping hand, a natural leader who inspires others to do their best. Their positive attitude and willingness to go above and beyond make them an asset in any situation.

If you have any questions, please do not hesitate to contact me at the phone number or email above.

Best Regards,

Name

Date

Signature



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