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Character Reference for Job Layout

April 20, 2050

To Whom It May Concern,

I am writing to recommend _____ for the position of _____. I have known _____ for _____ in my capacity as a colleague and can confidently say that they possess the qualities of integrity, reliability, and a strong work ethic.

_____ is a person of good character who consistently demonstrates _____, _____ showcased their ability to _____.

They are always punctual, respectful, responsible and possess the interpersonal skills necessary to thrive in a professional environment. I am confident that their strong moral compass and positive attitude will make them a valuable asset to your organization.

Please feel free to contact me at **[Your Email]** if you have any further questions or need additional information. Thank you for considering _____ for this opportunity. I fully endorse their application and trust that they will excel in any role they pursue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]