

CHARACTER REFERENCE SAMPLE LETTER

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Introduction

A character reference letter is written in order to recommend a person for a particular job or any other work. This letter is written to the head of the company or any higher official, mentioning the perfect character details of the person to make the company assured about the dedication of the person towards the job and each and every work he performs. All those qualities must meet up the requirements that are needed for the respective post in the company.

Character reference sample letter Tips

Some of the important points have been given in order to write an appropriate character reference letter:

- The letter must be fully written in a formal language, since it is being forwarded to a respectable person.
- The proper character details of the person i.e. his/her nature and all the facts that describe his/her dedication towards the job must be mentioned clearly in the letter.
- The letter must be checked once after finishing the writing for avoiding any kind of errors.
- The letter must be finished with proper thanks giving and salutation to the recipient.

Sample Character reference sample letter

From,

Date: _____ (date of the writing of the letter)

To,

Subject: Character reference

Since the post of XYZ is vacant in your company and you are searching for a skilled worker, I, ABC, manager of your company, would like to recommend a person who is exactly appropriate for the given post. His name is PQR and has been working the MNO Company since five years. He has been performing excellently well in his work with his exceptional qualities of honesty and due dedication in his work. Not only this, but also he's very much well mannered and knows how to behave in a perfect way. And this is the reason he has gained a huge respect in his department of the previous company.

He is even a very keen manager, participating in the management tasks and representing his department beautifully. But now he's searching for a better job and I think that nothing can be better than joining your company. I hope you'll accept my recommendation.

Thanking you,

Yours faithfully,

Name and signature

Character reference sample letter Template

From,

Date: _____ (date of the writing of the letter)

To,

Subject: Character reference for a person

Respected sir,

This letter is to inform you that I have a person in my consideration, namely _____ (name of the person), worked with me in my previous job, for the post of _____ (post). He is very much

_____ (full character details of the person).

I think he'll serve the best for that particular post and I'm sure you'll like his work.

Hoping to receive an acceptance from you,

Thanking you,

Yours sincerely,

Name and signature

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