**EMAIL TEMPLATE**

**CHARACTER REFERENCE LETTER FOR COURT**

18 Hilda Street

Geelong VIC 3218

23 May, 20XX

To The Presiding Magistrate

Magistrates’ Court of Victoria

GEELONG

Your Honour,

RE: CHARACTER REFERENCE FOR WENDY GROVES

I understand that Wendy Groves is appearing before the Court in relation to a charge of Possess Amphetamine and I seek to provide a character reference on her behalf.

I am a 52-year-old Certified Practising Accountant with my own company, One Plus One at 85 Heatherington Road, Geelong.

Wendy Groves was my employee for three years from 2008 to 2011. Ms Groves commenced working for me as a first year Accountant. Throughout her employment with me, Ms Groves demonstrated at all times a professional and ethical attitude towards her work and her clients. She was a motivated and dedicated employee. It was a pleasure to witness her professional development during that time.

Towards the later period of her employment with me, I became aware that Ms Groves was experiencing health issues which were causing her both physical pain and emotional anxiety. I understand that Ms Groves left my firm as a result of those matters.

Since leaving my employ, I have maintained contact with Ms Groves in a close social capacity. She has confided and I have observed that her health issues and related anxiety have now resolved with appropriate medical treatment and ongoing counselling.

I was very surprised to learn of the charge now before the Court as the nature of the offence is wholly inconsistent with Ms Groves’ professional and personal reputation. Ms Groves has discussed the matter with me at length. She has explained to me that the offence occurred at the peak of her health difficulties, and she has expressed to me her genuine regret and significant embarrassment over the matter.

I would have no hesitation re-employing Ms Groves in the future should she so choose.

I can be contacted on 0523 745 233 and I am willing to provide oral evidence to the Court on behalf of Ms Groves if required.

Yours faithfully

Robert Childs