**Letter Template**

**Character Reference Letter**

To Whom it May Concern:

I highly recommend *(Applicant’s Name*) as a candidate for employment. *(Applicant)* was employed by *(Company Name)* as a *(Position Title)* from 20XX – 20XX*. (Applicant)* was responsible for office support including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

*(Applicant)* has excellent communication skills. In addition*, (he/she)* is extremely organized, reliable and computer literate. *(Applicant)* can work independently and is able to follow through to ensure that the job gets done. *(He/She)* is flexible and willing to work on any project that is assigned to *(him/her).* *(Applicant)* was quick to volunteer to assist in other areas of company operations, as well.

*(Applicant)* would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to *(his/her)* background or qualifications, please do not hesitate to call me.

Sincerely,

John Smith

*Title*

*Company*

*Address*

*Phone*

*Email*