

Character Reference for a Friend for a Job

From,
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Date: 01-05-2015

To,
Nevada Ware
P.O. Box 597 4156 Tincidunt Ave
Green Bay Indiana 19759

Subject: (*****)

Dear Nevada Ware,

I am writing this character reference letter for my friend [Name of the referred person] for the [designation of the new job] at your organisation, [name of the reader's organization]. [He/She] has worked with me in my company, [your company's name] for [number] years. Over the years, we have developed a respectful relationship because [he/she] is someone to be inspired. [Name of the referred person] motivates [his/her] peers and showcases innovative and creative skills in [his/her] targets. [He/She] is someone we look up to for solution and efficient leadership.

Our families also share a special relationship. [He/She] as an individual is quite caring and affectionate. [He/She] is very patient with [his/her] wife and children and doesn't neglect them in all the extra work pressure. [Name of the referred person] is also actively involved in various local events and community works and is focussed on the overall development.

I am quite confident that [Name of the referred person] will do justice to the [job designation] in your organisation. Please feel free to connect with me at [your contact number] and [your email address] for any clarifications.

Sincerely,
Margaret Joseph