

Personal Character Reference Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]-optional

[Address]-optional

To Whom It May Concern

Dear [Recipient's Name],

My name is [enter name] and I am working at [enter organization] as [enter title]. Mr. [enter name] has been my colleague at [enter organization] for [enter period]. He is a very nice man and even though he was a senior employee at our office, he used to be respectful to seniors and juniors all alike. Also, he is among those few employees who never gave a chance of complaint to anyone and always remained committed and hardworking. Because I have known him personally I hereby declare with full responsibility that he is a man of good character.

For any further details, you can contact me at [123-4567-8901]. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-