

## **Sample of Character Reference Letter For Employment**

Dear {Recipient},

I am writing in regard to {Name's} application for employment at {name of company, store, etc.}.

I have known {Name} for {length of time} as {his/her} {employer, coworker, friend, etc.}. In that time, I have grown to know {Name} very well, and I believe I can offer a true assessment of {his/her} personality and character.

In short, any place would be lucky to have {Name} as an employee. {He/she} is dedicated, and cares about putting out quality work at all times. {He/she} is also incredibly efficient, using all {his/her} time at work wisely and in the name of completing a project.

On a personal level, {Name} is kind and generous, and well-liked by everyone {he/she} meets. {He/she} is funny without resorting to mean humor, and has a way of engaging all types of people. In fact, I don't believe I have ever heard another person say a bad word about {Name}.

I fully recommend {Name} for the open position at {name of company, store, etc.}, and I hope you will jump at the opportunity to have this kind of person as a member of your team.

Thank you,

{Sender}

# Employee Character Reference Letter

**United States. Department of  
Agriculture**



## **Employee Character Reference Letter:**

*Resource Management* ,2005      **Standards of Ethical Conduct for Employees of the Executive Branch** United States. Office of Government Ethics,1997      Standards of Ethical Conduct for Employees of the Executive Branch ,1994 Includes Part I of Executive Order 12674 April 12 1989 5 CFR Part 2635 Regulation August 7 1992 Covers gifts from outside sources gifts between employees conflicting financial interests impartiality in performing official duties seeking other employment misuse of position outside activities Also includes related statutory authorities      **Standards of Ethical Conduct for Employees of the Executive Branch** United States. Office of Government Ethics,1999      *Code of Federal Regulations* ,2002 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries      **Code of Federal Regulations, Title 5, Administrative Personnel, PT. 1200-End, Revised as of January 1, 2010** Office of the Federal Register (U S ),2010-04 The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the United States Federal Government      **Business Letters for Busy People** National Press Publications,2002-01-01 An interactive CD ROM updates this bestseller with sample letters and templates to help readers get all their correspondence done quickly and painlessly      **Business Letters for Busy People, Fourth Edition** Jim Dugger,2002-04-15 Are you too busy to even think about writing that business letter that was due yesterday Are you agonizing over what to say or how to say it Are you unsure of the proper business format of a business letter Do you find yourself asking these questions and others while attempting day to day tasks Business Letters for Busy People is the resource for you It is a handy quick reference guide that not only tells you how to write virtually any kind of business letter but gives you numerous examples you can adapt and use right now Now in its fourth edition Business Letters for Busy People has been a best seller since it was introduced in 1991 Why Because it contains concise easy to use learning resources that get results The book is packed with the most concrete information useful techniques and practical tips available      *Ethics Manual* United States. Department of Justice,2001      PROFESSIONAL COMMUNICATION KAVITA TYAGI,PADMA MISRA,2010-12-16 With the younger generation today seeking jobs in multinational corporations large companies or the civil services in the government and the competition becoming stiffer and stiffer with each passing day it is only natural that the ability to communicate effectively precisely as well as to acquire communication skills has become more important than ever before A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication And professional communication is no exception to this This accessible and compact book on Professional Communication strives to focus on the communication skills needed for the professionals Divided into five parts and 19 chapters the book begins with a discussion on the concept of communication and then it goes on to give in detail features of a language as a tool of communication the communication process models and barriers to communication The text also elaborates on word

formation vocabulary sentence structure and paragraph development In addition it explains different forms of technical communication the format layout and style of business communication technical documents such as theses scientific articles and research papers and technical proposals Furthermore the book provides value based text reading from celebrated writers This student friendly book suffused with practical examples is primarily intended as a textbook for the first year students of engineering B Tech of UP Technical University for their course on Professional Communication It will also be of immense benefit to undergraduate students and technical professionals across the country KEY FEATURES Gives a broader perspective on communication and its barriers Provides a more comprehensive division of the different types of reports Elaborates on various approaches to presentation strategies

**The Informal Advisory Letters and Memoranda and Formal Opinions of the United States Office of Government Ethics** United States. Office of Government Ethics,

*ADVANCED TECHNICAL COMMUNICATION* KAVITA TYAGI, PADMA MISRA, 2011-02-04 Businesses use technical writing extensively to communicate both within and outside the organization And so it is essential for an individual aspiring to be an executive to master the art of communication This accessible and compact book on Advanced Technical Communication discusses how students can learn and master not only the basic skills of communication but also complex skills such as soft skills and skills required for preparing technical documents The book begins with a discussion on the concept of technical communication and then it goes on to describe the differences between technical writing and general writing and layout and format of business letters and r sum What is more it elaborates on technical documents such as technical proposals reports and specialized documents like theses research papers and dissertations differentiating them adequately Finally the text covers many of the soft skills required today for example presentation skills interpersonal skills and group discussion GD skills This student friendly book suffused with practical examples is primarily intended as a text for the first year students of Engineering B Tech of Uttarakhand Technical University for their course on Advanced Technical Communication It will also be of immense benefit to undergraduate students in other universities and engineering colleges institutes as well as technical professionals KEY FEATURES Provides comprehensive coverage of soft skills Lays emphasis on corporate communication skills required for technical writing and producing technical documents by engineers and managers Gives a critical evaluation as well as text of George Orwell s *Animal Farm* *How to Write It, Third Edition* Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style *How to Write* It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts *How to Write It* is a must own for students teachers authors journalists bloggers managers and anyone who doesn t have time to wade

through a massive style guide but needs a friendly desk reference      Federal Administrative Procedure Sourcebook ,1992

State Magazine ,2014      *The Code of Federal Regulations of the United States of America* ,2006 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government      Code of Federal Regulations United States. Department of Agriculture,2005 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of with ancillaries      *Everyone's Guide to Labour Law in South Africa* Clive Gibson,2015-01-13 THE ONE GUIDE NO EMPLOYER OR EMPLOYEE CAN DO WITHOUT South African labour legislation prescribes to employers and employees what they are able to do when they are allowed to do it and how It is in reality a potential minefield But help is now at hand with Everyone s Guide to Labour Law which aims to assist employers and employees in respect of their rights duties and obligations in most labour related matters It deals simply with the relevant legislation and the most common pitfalls as well as the processes and procedures that must be followed This comprehensive current and informative book makes complex Acts accessible and easy to understand while practical examples provide clarity and better understanding

Public Administration Marc Holzer,Richard W. Schwester,2015-09-16 Marc Holzer and Richard W Schwester have written a fresh and highly engaging textbook for the introductory course in Public Administration Their coverage is both comprehensive and cutting edge including not only all the basic topics OT budgeting HRM but also reflecting new realities in public administration innovations in e government the importance of new technology changes in intergovernmental relations especially the emphasis on inter local and shared regional resources and public performance and accountability initiatives Public Administration has been crafted with student appeal in mind Each of the book s chapters is generously illustrated with cartoons quotes and artwork all reinforcing the book s theme that the field of public administration is rooted in the cultural and political world Each chapter is also supported with a listing of key terms exercises and additional resources The textbook is supported by one of the most comprehensive and easy to use instructors manuals of any introductory text on the market today It contains full lesson plans with activities to accommodate a broad range of teaching and learning styles for each chapter PowerPoint decks for each chapter with visuals and links embedded 8 new long term project student presentation ideas an updated Quotes and Notables section with biographical information and media links for each chatper updated test questions with answer keys and updated terms and definitions for each chapter      **Dealing With Problem Employees** Amy Delpo,Lisa Guerin,2021-09-28 This book tells business owners managers and supervisors everything they need to know about how to identify difficult employees how to manage them during the employment relationship and how to terminate them in a way that reduces the company s legal risk of a wrongful termination lawsuit It will give them the confidence to deal with problem employees directly and make the tough decision to terminate when it s clear that the situation isn t improving

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### **Employee Character Reference Letter Introduction**

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