Personal reference letter

A fictional example

Sam Taylor
12 Example Street
Anytown AB1 2CD
07700 900123

The Hiring Manager
Sample Ltd
4 Sample Road
Anytown AB3 4EF

16 November 2026

Dear Hiring Manager,

Personal reference for Jordan Ellis

I am writing to support Jordan Ellis's application for the role of Kitchen Assistant. I have known Jordan for eight years as a neighbour and as a fellow volunteer at our local community garden.

Jordan is reliable, honest and always willing to help. Last summer Jordan organised our weekly volunteer rota and never missed a session. Jordan is calm under pressure and good with people of all ages.

I believe Jordan would be a dependable and hard-working member of your team.

Please contact me on the number above if you would like to know more.

Yours sincerely,

Sam Taylor

S Taylor	16/11/2026
Signed	*Date*

How to use this template

A personal or character reference tells an employer, landlord, college or court about a person's qualities from someone who knows them well. It is usually written by a friend, neighbour, tutor or community contact.

1. **Say how you know the person.** State your relationship and how long you have known them.
2. **Be honest and specific.** A short example of reliability or kindness is better than a list of adjectives.
3. **Keep it to one page.** Short, clear and positive is easier to read.
4. **Check the details.** Spell the person's name correctly. Use "Yours sincerely" if you know the recipient's name and "Yours faithfully" if you wrote "Dear Sir or Madam".
5. **Sign and date it.** Print it and sign it by hand, or send a PDF if the recipient allows that.

Only write what you honestly believe. If the reference is for an official purpose, check what the recipient needs.