

Subject: Character Reference Request - [Applicant Name]

Dear [Recipient Name],

The individual named below has applied for temporary employment with [Staffing Agency Name] and has provided your name as a personal character reference.

**Applicant Name:** [Applicant Name]

We would appreciate your candid feedback regarding this applicant's character, reliability, and integrity. As a temporary staffing agency, our employees are frequently placed in diverse work environments, making personal accountability highly important.

Please answer the following questions briefly:

- How long have you known the applicant and in what capacity?
- How would you describe their reliability and time-management?
- To your knowledge, does the applicant demonstrate honesty and a strong work ethic?
- Are there any reasons you would hesitate to recommend them for a temporary assignment?

Your response will be kept confidential. You may reply directly to this email or contact us at [Phone Number] if you prefer to speak via telephone.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Staffing Agency Name]