

CHARACTER REFERENCE LETTER

To Whom It May Concern,

I am pleased to recommend Casey Hoff, my coworker and friend, through this character reference letter. I have known Casey for more than seven years. I was introduced to her during her interview at Cornell Tech Innovators, where I work as a human resources manager. She created a high impact during that interview and was hired as a human resources executive.

During her tenure at Cornell, I have found Casey to be sincere, hard-working, diligent and of high moral and ethical standards. She has also demonstrated an ability to handle sensitive and confidential matters with mature discretion. When an employee was under surveillance for a suspected breach of work ethics, Casey conducted the entire surveillance exercise successfully and with full-proof confidentiality.

Being compassionate and considerate, Casey was a go-to person for all HR-related matters at Cornell. Once, when a newly hired international employee was finding it difficult to rent a home in a location of their preference, Casey went out of her way to help that individual. After three days of persistent efforts, she did manage to find a good housing unit for that employee.

Based on such experiences, I feel confident in endorsing Casey. She will not let down the employer she works for.

Please feel free to contact me for more details, if needed.

Sincerely,

Jim Cornell
212-358-9706
jimcornell@cornelltech.com

Sample Letter Of Recommendation For A Brother

IM Harris



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