

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to certify that [Employee's Name] was employed at [Company's Name] as a Civil Engineer from [Start Date] to [End Date]. During this period, [he/she/they] was responsible for the following duties and responsibilities:

- Conducted site assessments and feasibility studies.
- Designed and prepared construction plans and documents.
- Collaborated with architects and other engineers on project development.
- Managed project timelines and budgets.
- Oversaw construction sites, ensuring safety compliance and quality assurance.
- Communicated with clients to ascertain project requirements and provide updates.

[Employee's Name] demonstrated exceptional skills in [mention specific skills or technologies used, e.g. AutoCAD, project management software], and consistently contributed to our projects' success through [his/her/their] dedication and innovative approach.

We wish [Employee's Name] the best in [his/her/their] future endeavors. For any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]