

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this reference letter for [Candidate's Name], who has worked as a [Candidate's Position] under my supervision at [Your Company/Organization] from [Start Date] to [End Date]. During this time, I have been consistently impressed by [his/her/their] professionalism and dedication to [his/her/their] work.

[Describe specific projects or tasks the candidate has worked on, highlighting their skills, work ethic, and contributions.]

[Candidate's Name] demonstrated exceptional skills in [specific engineering skills/techniques relevant to civil engineering], showing great attention to detail and a strong ability to solve complex problems. [He/She/They] effectively collaborated with team members and communicated ideas clearly, which greatly contributed to the success of our projects. In addition to [his/her/their] technical abilities, [Candidate's Name] possesses a positive attitude, adaptability, and a strong willingness to learn. [He/She/They] often went above and beyond expectations to ensure project deadlines were met without compromising quality.

I have no doubt that [Candidate's Name] will make a valuable addition to any civil engineering team. I highly recommend [him/her/them] for [the position, opportunity, or program] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization]