

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

Subject: Experience Letter for [Employee's Name]

We are pleased to confirm that [Employee's Name] has worked with us as a Civil Engineer from [Start Date] to [End Date]. During this period, [he/she/they] was actively involved in various projects, including [Project Names or Descriptions].

[Employee's Name] demonstrated exceptional skills in project planning, design review, and execution. [He/She/They] was responsible for [specific responsibilities or tasks], ensuring project milestones were met on time and within budget.

[He/She/They] exhibited strong teamwork capabilities, consistently collaborating with cross-functional teams, subcontractors, and stakeholders. [His/Her/Their] commitment to quality and safety standards was exemplary, contributing significantly to the success of our projects. We appreciate [his/her/their] contributions to our team and wish [him/her/them] the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]