

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Experience Letter for [Employee Name]

Dear [Recipient Name],

This is to certify that [Employee Name] has been employed with [Company Name] as a Civil Engineer from [Start Date] to [End Date]. During this period, [he/she/they] played a crucial role in our civil engineering consultancy projects.

[Employee Name] has successfully contributed to several key projects, including:

- [Project Name/Description 1]
- [Project Name/Description 2]
- [Project Name/Description 3]

[He/She/They] demonstrated expertise in project management, structural analysis, and compliance with building codes and regulations. [Employee Name] effectively collaborated with clients, architects, and contractors to deliver high-quality results on time and within budget.

[He/She/They] also showcased exceptional problem-solving skills and a strong work ethic, making [him/her/them] a valuable asset to our team.

We wish [Employee Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]