

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Experience Letter for [Employee Name]

This is to certify that Mr./Ms. [Employee Name], son/daughter of [Parent's Name], was employed with us at [Company Name] as a Civil Engineering Technician from [Start Date] to [End Date]. During this period, Mr./Ms. [Employee Name] demonstrated a strong work ethic and a commitment to excellence in all aspects of their role.

His/Her key responsibilities included:

- Assisting in the design and drafting of civil engineering projects
- Conducting site inspections and surveys
- Preparing technical reports and documentation
- Collaborating with senior engineers and project managers
- Ensuring compliance with safety and quality standards

Mr./Ms. [Employee Name] exhibited strong technical skills and was involved in several successful projects, including [mention specific projects or contributions]. He/She proved to be a valuable member of our team, consistently meeting deadlines and providing innovative solutions to challenges encountered on site.

We appreciate Mr./Ms. [Employee Name]'s contributions to our organization and wish him/her the best in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Seal/Stamp]