

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the employment and experience of [Employee's Name], who worked as a Civil Engineer with us at [Company Name] from [Start Date] to [End Date]. During this period, [he/she/they] demonstrated exceptional skills and competencies in various aspects of civil engineering, including [specific tasks, projects, or responsibilities].

[Employee's Name] was responsible for [list key responsibilities and projects], which resulted in [describe outcomes or achievements].

[His/Her/Their] ability to [mention specific skills or attributes] significantly contributed to our team's success.

We appreciate the contributions [Employee's Name] made during [his/her/their] tenure with us and confidently recommend [him/her/them] for any future endeavors.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Company Name]