

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Work Experience Letter for [Employee's Name]

This is to certify that Mr./Ms. [Employee's Name], holding the position of [Employee's Position] in our organization, has worked with us from [Start Date] to [End Date]. During this period, he/she has been involved in various projects involving civil engineering principles and practices. His/Her key responsibilities included:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Mr./Ms. [Employee's Last Name] has demonstrated proficiency in [specific skill or software], contributed to [specific project or outcome], and exhibited strong teamwork and communication skills.

We appreciate his/her contributions to our projects and wish him/her all the best in his/her future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Seal, if applicable]