

[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's Name]

This is to certify that [Employee's Name] has worked with us as a Civil Engineer from [Start Date] to [End Date]. During this period, [he/she/they] has been an integral part of our engineering team, contributing significantly to various projects including [briefly mention key projects or responsibilities].

[Employee's Name] has demonstrated exceptional skills in [mention specific skills or technologies], and has shown a great ability to [describe specific qualities, e.g., manage teams, adhere to project deadlines, communicate with stakeholders]. [He/She/They] is known for [mention any notable achievements or contributions].

We wish [Employee's Name] all the best in future endeavors and strongly recommend [him/her/them] for any opportunities [he/she/they] wishes to pursue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]