

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm that [Employee Name] worked with us at [Company Name] as a Civil Engineer from [Start Date] to [End Date]. During this time, [he/she/they] demonstrated exceptional skills and dedication in [his/her/their] role.

[Employee Name] was involved in various projects, including [list specific projects or types of work, e.g., residential buildings, bridges, roads, infrastructure development]. [He/She/They] excelled in [specific skills or responsibilities, e.g., project management, design, site supervision, quality assurance], contributing significantly to the successful completion and timely delivery of projects.

[He/She/They] displayed excellent problem-solving skills, effective communication with team members and clients, and a strong commitment to safety and compliance with industry standards.

We appreciate [Employee Name]'s contributions and wish [him/her/them] the best in [his/her/their] future endeavors. If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]