# Civil site engineer experience letter

Editable sample letter: replace the details with your own records before signing

Letter reference: [Reference]
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
Project named in the staff record: Marina Block B, Doha
To whom it may concern,
This is to certify that [Employee Name] was employed as [Designation] from [Start date] to [End date]. The staff file places the employee on Marina Block B for that whole period. Recorded work included checking reinforcement against issued drawings before a pour, measuring quantities for the site diary, coordinating daywork with the finishing subcontractor, and filing inspection requests the consultant had closed. The employee reported to the construction manager. The employee did not stamp drawings or act as the consultant's engineer.
Those conclusions need their own records.
For [Company]
Authorised issuer: [construction manager or HR]
Verification contact: [approved employer contact]
Company CR or trade licence: [number the employer already prints on letters]
Authorised signature and stamp if used: _____