

# Construction coordinator experience letter

Fictional sample for editing and authorised review

## FICTIONAL SAMPLE FOR EMPLOYER REVIEW

Letter reference: DEMO-SITE-111

Issue date: 30 September 2026

Employer: Summit Demo Projects Private Limited

Employee: Akash Patel (fictional)

Employee ID: DEMO-PC-29

To whom it may concern,

According to the fictional employer record, Akash Patel served as a Project Coordinator in the Site Coordination department from 4 October 2021 to 11 September 2026.

Recorded duties included maintaining assigned progress records, coordinating document submissions, tracking approved material requests and arranging scheduled coordination meetings. The role escalated programme and document issues to the designated project manager for review.

This sample does not certify engineering registration, design approval, quantity-surveying authority, project value or responsibility for statutory site compliance. Add those statements only from verified records and authorised review.

Issued at the employee request for factual work-history confirmation.

Authorised issuer: [actual HR or project administration representative]

Verification contact: [approved employer contact]

Employer address: [actual address]

Authorised signature: \_\_\_\_\_