Civil engineer relieving letter

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

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Designation: Civil site engineer
Site: Block C, Sunrise Nagar (replace with the site on the appointment)
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the civil site engineer role on [Date]. He handed the Block C drawing set, the site diary for September, and his safety helmet and card to the project manager. He did not sign a payment certificate on the last day, and this letter does not approve any bill.
The title site engineer is not a professional engineering licence. Licence status, if it matters, is on his own certificate.
For [Company name]
Authorised signatory: [project manager]
Company stamp: _____