

SAMPLE COMPANY LOGO
(Replace with Your Company Logo)

Date: _____

RE: Work Experience Letter

To Whom It May Concern,

This letter confirms that _____ (Your Name) was employed with _____ (Company Name) in the position of _____ (title of position held) from _____ (start date) to _____ (end date).

Duties Performed:

-
-
-
- Percentage of time spent physically on-site vs in a site trailer/office

If employment was not directly within the construction industry: Please list construction-related projects the individual worked on, including:

- Project name and description
- Details of construction involvement
- Length/duration of the project
- Percentage of time spent physically on-site vs in a site trailer/office

If additional information is required, please contact, *(email and phone number)*.

Sincerely,

(Signature Required)

Name

Title

Company