

(On your company letterhead)

(Date)

NCSO Coordinator
British Columbia Construction Safety Alliance
400 – 625 Agnes Street,
New Westminster BC, V3M 5Y4

Subject: Experience Letter for (name of employee)

Dear NCSO Coordinator,

I am writing to confirm (name of employee)'s employment experience with (company name).
(Employee) worked for (company name) between (start and end date of employment) as a (job title).

(Name of employee) performed the duties of (list description of duties).

(Name of employee) spent roughly (percentage) in the field, and (percentage) in the office.

If you have any questions or concerns, please feel free to contact me.

Regards,

(Manager/Supervisor's signature)

(Manager/Supervisor's name)

Phone Number:

Email: