

**ABC ENGINEERING COMPANY LIMITED**

UNITA, 12/F, TOWER 1, NO. 234 CONSTRUCTION STREET, KOWLOON, HONG KONG

TO WHOM IT MAY CONCERN

This is to certify that Mr DONG Shi Jiang, holder of Hong Kong Identify Card Number AA123456(7) was employed by ABC Engineering Company Limited, and was involved in the following projects:

**Position:** Project Manager (January 2017 to June 2018)

**Project Description:** New Building at 123 King's Road, Tai Koo, Hong Kong

Supervised the construction of a 21-storey r.c commercial building. The works also include construction of underground drainage, basement excavation and associated lateral support works, foundation and E&M installations.

**Position:** Assistant Project Manager (July 2018 to September 2018)

**Project Description:** A&A works at 456 Hennessy Road, Causeway Bay Hong Kong

Removal of 7 nos r.c staircases at G/F to 3/F, and reinstatement of floor slab.

**Position:** Project Manager (October 2018 to September 2019)

**Project Description:** New Building at 789 Nathan Road, Mong Kok, Kowloon

Supervised the construction of a 31-storey r.c residential building. The works also include construction of a 20m span structural steel roof over a carpark and associated footing support, waterproofing, and E&M installations.

Please contact the undersigned at telephone no. 2345 xxxx if you have any questions.

Endorsed by:

*Sign* 

Mr YAN Sze Po  
Human Resources Manager  
ABC Engineering Company Limited  
1 December 2019

Experience in building industry should be substantiated by project details and endorsed by the employers concerned or the authorized person/registered structural engineer/registered geotechnical engineer/registered inspector/ authorized signatory/ government architects, engineers or surveyors of the projects.

Please provide full name, post/capacity and company chop.

Sample letter from employer for reference only. Endorsement on a Curriculum Vitae (CV) or Form RR1 may also be considered as acceptable proof of work experience.