Resignation letter for trainee engineer Latest Edition

Resignation Letter for Trainee Engineer

When considering leaving a traineeship or internship as an engineer, drafting a professional and respectful resignation letter is essential. A well-crafted resignation letter not only ensures a smooth transition but also maintains your professional reputation in the industry. Whether you are pursuing better opportunities, personal reasons, or academic commitments, knowing how to write an effective resignation letter for a trainee engineer is crucial. This guide provides comprehensive insights into creating a resignation letter that is clear, courteous, and adheres to professional standards.

Understanding the Importance of a Resignation Letter for Trainee Engineers

Why Is a Resignation Letter Necessary?

A resignation letter serves as a formal notification to your employer or supervisor about your decision to leave the traineeship. It acts as an official record and ensures transparency in your departure. For trainee engineers, this document also:

- Maintains professional integrity and good relationships.
- Provides clarity on your last working day.
- Allows the organization to plan for a replacement or redistribution of tasks.

Timing of Submitting a Resignation Letter

It is generally recommended to provide a notice period of at least two weeks, unless otherwise specified in your traineeship agreement. Timely communication helps your employer manage the transition smoothly.

Steps to Write an Effective Resignation Letter for Trainee Engineer

1. Use a Professional Format

Start with a formal heading, date, and recipient's details. Use a clear and professional font, like Arial or Times New Roman, size 12. Keep the letter concise and focused.

2. Address the Letter Properly

Address the letter to your immediate supervisor or manager. Use their formal title and full name.

3. State Your Intent Clearly

Begin with a straightforward statement of resignation, specifying your last working day.

4. Express Gratitude

Acknowledge the opportunities and experience gained during your traineeship.

5. Offer Assistance During Transition

Indicate your willingness to help train a replacement or hand over responsibilities.

6. End on a Positive Note

Conclude with well wishes for the organization and maintain a professional tone.

Sample Resignation Letter for Trainee Engineer

Here is a sample template to guide your writing:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient?s Name]

[Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient?s Name],

I am writing to formally resign from my position as Trainee Engineer at [Company Name], effective [Last Working Day, e.g., two weeks from the date above]. This decision was made after careful consideration of my career goals and personal circumstances.

I sincerely appreciate the opportunity to work with [Company Name] and to learn under the guidance of such a talented team. The experience I've gained during my traineeship has been invaluable, providing me with practical skills and knowledge that will benefit my professional growth.

During the remaining weeks of my traineeship, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and to complete any pending tasks or documentation necessary before my departure.

I wish [Company Name] continued success in all future endeavors. Thank you once again for the opportunity to be part of your esteemed organization.

Sincerely,

[Your Name]

Tips for Writing a Resignation Letter as a Trainee Engineer

Be Concise and Clear

Avoid lengthy explanations. Clearly state your intent and last working day.

Maintain Professional Tone

Use polite language and avoid negative comments about the organization or colleagues.

Personalize Your Letter

Tailor the content to your specific situation, including your reasons for resignation if appropriate.

Proofread Before Sending

Check for grammatical errors and ensure the letter is formatted correctly.

Deliver the Letter Professionally

Either hand-deliver the letter or send it via email, depending on your company's protocol.

Common Reasons for Resignation as a Trainee Engineer

Understanding common reasons can help you articulate your decision professionally:

- Acceptance of a full-time position elsewhere
- Personal or family commitments
- Academic pursuits or further education
- Mismatch of expectations or career goals
- Relocation to a different city or country
- Health reasons or personal circumstances

Additional Considerations

Legal and Contractual Obligations

Review your traineeship agreement for any specific clauses regarding resignation, notice period, or non-compete clauses.

Exit Interview

Some organizations conduct exit interviews. Be prepared to provide constructive feedback professionally.

Keeping Doors Open

Leaving on good terms can lead to future opportunities or recommendations.

Follow-Up

After your last day, consider sending a thank-you note to your supervisor and colleagues.

Conclusion

A resignation letter for a trainee engineer is a vital document that reflects your professionalism and

respect for your organization. By following a structured approach, expressing gratitude, and offering assistance during the transition, you ensure that your departure is smooth and leaves a positive impression. Remember, maintaining a professional tone and adhering to company protocols can significantly influence your future references and career growth. Whenever you decide to resign, do so thoughtfully and courteously, reinforcing your reputation as a responsible and committed engineering professional.

Resignation Letter for Trainee Engineer: An Expert Guide to Crafting a Professional Exit

In the journey of a trainee engineer, the decision to resign can be a pivotal moment, often driven by various personal, professional, or academic reasons. While the choice to leave a position is significant, the manner in which this transition is communicated is equally crucial. A well-crafted resignation letter not only reflects professionalism but also maintains positive relationships and preserves future opportunities. In this guide, we?ll delve into the nuances of drafting an effective resignation letter tailored specifically for trainee engineers, examining its essential components, best practices, and sample templates to help you navigate this important phase with confidence.

Understanding the Significance of a Resignation Letter

Before exploring the specifics of a resignation letter for trainee engineers, it?s important to recognize why such a document holds value:

- Formal Closure: It provides a formal record of your intent to leave the organization, ensuring clarity for both parties.
- Professional Courtesy: Demonstrates respect and appreciation for the opportunity provided, sustaining goodwill.
- Transition Facilitation: Allows your employer to plan for your departure, including knowledge transfer and handover procedures.
- Future Reference: Acts as part of your professional documentation, useful for future applications or references.

Key Elements of a Resignation Letter for Trainee Engineers

An effective resignation letter must encompass several core components, each serving a distinct purpose. Here?s an in-depth look at each element:

1. Professional Heading and Contact Details

Start with your full name and contact information, followed by the date and the recipient?s details. This ensures the letter is official and easily identifiable.

Example:

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[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager?s Name]

[Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

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2. Salutation

Use a formal greeting, such as:

- Dear [Manager?s Name],
- Dear Mr./Ms. [Last Name],

Maintaining professionalism in addressing the recipient is crucial.

3. Clear Statement of Resignation

Begin with a direct and unambiguous declaration of your intent to resign. Be concise yet polite.

Example:

"I am writing to formally resign from my position as Trainee Engineer at [Company Name], effective [Last Working Day, typically two weeks from the date]."

4. Expression of Gratitude

Acknowledge the opportunities, skills gained, and support received during your tenure. This fosters goodwill and leaves a positive impression.

Example:

"I am grateful for the valuable experience and mentorship provided during my time at [Company Name]. The exposure to real-world engineering projects has significantly contributed to my professional growth."

5. Notice Period and Transition Details

Specify your notice period, adhering to company policies or contractual obligations. Offer assistance in transition and knowledge transfer.

Example:

"In accordance with my employment terms, I am providing [notice period, e.g., two weeks] notice. I am committed to ensuring a smooth handover and am happy to assist in training my replacement or completing pending tasks."

6. Closing Statements and Well Wishes

End on a positive note, expressing best wishes for the company?s future and your ongoing professional aspirations.

Example:

"I look forward to staying in touch and wish [Company Name] continued success in the future."

7. Formal Sign-off and Signature

Use a professional closing such as:

- Sincerely,
- Regards,
- Yours faithfully,

Followed by your full name and, if submitting a hard copy, your signature.

Sample Resignation Letter for Trainee Engineer

To provide clarity, here?s a comprehensive sample incorporating all the elements discussed:

> [Your Name]

> [Your Address]

> [City, State, ZIP Code]

> [Email Address]

> [Phone Number]

>

> [Date]

>

> [Manager?s Name]

> [Designation]

> [Company Name]

> [Company Address]

> [City, State, ZIP Code]

>

> Dear [Manager?s Name],

>

> I am writing to formally resign from my position as Trainee Engineer at [Company Name], effective two weeks from today, on [Last Working Day].

>

> I would like to express my sincere gratitude for the opportunity to be part of your esteemed team. The experience I have gained here has been invaluable, and I appreciate the guidance and support provided throughout my training period.

>

> During my remaining time, I am committed to completing ongoing projects and ensuring a seamless transition. I am happy to assist in training my successor or sharing pertinent knowledge to facilitate ongoing operations.

>

> Thank you once again for this incredible opportunity. I look forward to staying in touch and wish [Company Name] continued growth and success.

>

> Sincerely,

>

> [Your Name]

Best Practices for Writing a Resignation Letter as a Trainee Engineer

Achieving clarity, professionalism, and courtesy requires attention to detail. Here are some expert tips:

- Keep it concise: Limit your letter to one page, focusing on essential details.
- Maintain professionalism: Use formal language, proper formatting, and avoid slang or overly casual expressions.
- Personalize your message: Tailor the content to reflect your genuine experience and appreciation.
- Avoid negative remarks: Even if your experience was less than ideal, keep the tone positive or neutral.

- Proofread thoroughly: Check for grammatical errors, typos, and clarity before submitting.
- Follow company policies: Adhere to notice period requirements and resignation procedures outlined in your contract.

Additional Considerations for Trainee Engineers

While the above guidelines serve as a foundation, trainee engineers should consider specific factors:

Timing of Resignation

- Choose an appropriate time, ideally after completing critical projects or evaluations.
- Avoid resigning during peak workload periods unless unavoidable.

Legal and Contractual Obligations

- Review your training agreement or internship contract for clauses related to resignation, notice period, or non-compete clauses.
- Ensure compliance to prevent legal complications.

Transition Planning

- Prepare handover documents detailing ongoing tasks.
- Offer to train colleagues or successors.
- Document key processes or technical notes to facilitate knowledge transfer.

Future Communication

- Maintain professional relationships post-resignation.
- Connect with mentors and colleagues on professional networks like LinkedIn.

Conclusion: Navigating Your Transition with Confidence

Resignation, especially in the nascent stages of a career as a trainee engineer, can be a delicate process. Crafting a thoughtful, professional resignation letter is instrumental in leaving on good terms and preserving your reputation within the industry. By understanding the essential components, adhering to best practices, and customizing your message to reflect your unique

experience, you can ensure a smooth transition that benefits both you and your employer.

Remember, a well-written resignation letter not only signals the end of your current role but also sets the tone for future professional endeavors. Approach this task with sincerity and professionalism, and you'll leave behind a positive impression that can serve as a valuable asset in your ongoing career journey.

QuestionAnswer What should be included in a resignation letter for a trainee engineer? A resignation letter for a trainee engineer should include your intention to resign, the effective date, gratitude for the opportunity, and a willingness to assist during the transition. How should I address my resignation letter as a trainee engineer? Address the letter to your immediate supervisor or manager, using a formal salutation such as 'Dear Mr./Ms. [Last Name]'. Is it necessary to give notice period in a trainee engineer resignation letter? Yes, it is professional to specify and adhere to the notice period outlined in your employment contract, typically ranging from one to two weeks. Can I include reasons for resignation in my trainee engineer resignation letter? While optional, including brief, professional reasons for your resignation can help maintain good relations and provide clarity, but avoid negative or detailed explanations. Should I mention my last working day in the resignation letter? Yes, clearly state your last working day based on your notice period to ensure clarity and proper handover planning. How can I make my resignation letter as professional as possible? Use a formal tone, keep it concise, express gratitude, and offer assistance during the transition to leave on good terms. Is it acceptable to submit a resignation email instead of a formal letter for a trainee engineer? Yes, if your company prefers digital communication, a well-written resignation email is acceptable, but ensure it remains formal and professional. What are some common mistakes to avoid in a resignation letter for a trainee engineer? Avoid negative language, vague statements, missing details about last working day, and failure to express gratitude or offer transition assistance. Should I include my contact information in the resignation letter? Yes, include your contact details to facilitate communication and handover processes. How soon should I submit my resignation letter after deciding to leave? Ideally, submit your resignation as soon as possible, typically two weeks before your last working day, unless otherwise specified in your contract.

Related keywords: resignation letter, trainee engineer, sample resignation letter, resignation letter format, engineer resignation letter template, resignation email, notice period, quitting engineer job, resignation letter example, professional resignation letter

engineer clearance certificate from bank format

Engineer clearance certificate from bank format is an essential document often required in various financial and legal transactions, particularly when an engineer or a professional engineer is

involved in property dealings, loan applications, or legal disputes. This certificate serves as a formal confirmation from a bank that the engineer has no outstanding financial liabilities or dues with the bank, ensuring transparency and trustworthiness in financial dealings. In this article, we will explore the significance, format, process of obtaining, and the key components of an engineer clearance certificate from bank format to help professionals, institutions, and individuals understand its importance and application.

Understanding the Engineer Clearance Certificate from Bank Format

What is an Engineer Clearance Certificate?

An engineer clearance certificate is a document issued by a bank to verify that an engineer has cleared all their financial obligations with the bank. It is often used in situations where the engineer?s financial standing needs to be authenticated, such as during the sale or purchase of property, applying for new loans, or legal proceedings.

Why is the Certificate Important?

This certificate is vital because it:

- Provides assurance to third parties about the financial integrity of the engineer.
- Facilitates legal and financial transactions where proof of cleared dues is necessary.
- Helps in avoiding future disputes related to unpaid loans or dues.
- Serves as an official record for the bank and the engineer regarding the status of their financial obligations.

Common Uses of the Certificate

The certificate is commonly used in scenarios such as:

- Property transactions involving engineers or their assets
- Loan applications where proof of financial clearance is required
- Legal disputes or litigation involving financial claims
- Banking or financial audits
- Construction projects and contractual agreements

Format of Engineer Clearance Certificate from Bank

Standard Structure and Content

While specific formats may vary across banks, the general structure of the engineer clearance certificate from bank format includes the following components:

- **Header**: Bank?s name, logo, and address
- **Title**: ?Engineer Clearance Certificate? or ?No Dues Certificate?
- **Reference Number and Date**: Unique certificate number and issue date
- **Recipient Details**: Name and address of the engineer or the concerned party
- **Subject**: Clear statement about the purpose of the certificate
- **Body**: Detailed confirmation that the engineer has no pending dues with the bank, including specific loan accounts or credit facilities cleared
- **Remarks**: Additional notes or clarifications, if any
- **Authorized Signatory**: Signature, name, designation, and bank seal/stamp
- **Footer**: Contact information and disclaimers

Sample Format

Below is a simplified example of an engineer clearance certificate from bank format:

[Bank Name]

[Bank Address]

Phone: [Contact Number] | Email: [Email Address]

Certificate No.: [XXXXXX]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that Mr./Mrs./Ms. [Engineer?s Name], residing at [Address], has maintained all his/her banking obligations with [Bank Name]. As of the date of this certificate, there are no outstanding dues, loans, or credit facilities in his/her name with our bank.

This certificate is issued upon request of the above-mentioned individual for the purpose of [specify purpose, e.g., property transaction, legal requirement].

We confirm that all accounts held by Mr./Mrs./Ms. [Name] with us are settled, and no dues are pending.

Authorized Signatory

[Signature]

[Name]

[Designation]

[Bank Seal/Stamp]

Process of Obtaining an Engineer Clearance Certificate from Bank

Step-by-Step Guide

Obtaining this certificate involves a straightforward process, which includes:

- **Application Submission**: The engineer must submit a formal request to the bank, either physically at the branch or through an authorized online platform, if available.
- **Providing Necessary Documents**: Documents typically required include identity proof, account details, loan account numbers (if any), and the purpose of the certificate.
- **Verification Process**: The bank conducts a verification of the account status and checks for any pending dues or liabilities.
- **Processing Time**: The bank processes the request, which may take from 1 to 7 working days depending on the bank's policies and the complexity of the account status.
- **Issuance of Certificate**: Once verified, the bank issues the certificate either in physical form or digitally, as per the request.

Fees and Charges

Most banks may charge a nominal fee for issuing the certificate, which varies depending on the bank?s policies. It?s advisable to check with the bank beforehand regarding applicable charges.

Key Components of the Certificate

Essential Information Included

An engineer clearance certificate from bank format should encompass:

- Clear identification details of the engineer

- Account details and loan or credit facility specifics (if applicable)
- Statement confirming the clearance of all dues
- Statement of no pending liabilities
- Official authorization with bank seal and signature

Additional Details for Specific Situations

Depending on the purpose, additional information may be included, such as:

- Details of collateral securities, if any
- Details of fixed deposits or other assets held with the bank
- Specific clauses or remarks related to the transaction

Legal and Practical Considerations

Validity Period

Typically, an engineer clearance certificate from bank format is valid for a limited period, often 3 to 6 months. It?s important to verify the validity before submitting it for any transaction.

Legal Significance

While the certificate is an official document issued by the bank, it doesn?t replace legal due diligence. Buyers, sellers, or legal authorities may require further documentation depending on the transaction?s nature.

Ensuring Authenticity

To avoid forgery or misuse, always obtain the certificate directly from the bank or through authorized channels. Verify the authenticity by contacting the bank if necessary.

Conclusion

An engineer clearance certificate from bank format is a crucial document that facilitates transparency and trust in various financial and legal transactions involving engineers. Understanding its format, process, and significance ensures that professionals and stakeholders can obtain and utilize this certificate effectively. Whether for property dealings, loan applications, or legal requirements, having a clear and authentic certificate from the bank streamlines the process and safeguards all parties involved. Always remember to keep such documents updated and verified to maintain smooth and compliant transactions.

Engineer Clearance Certificate from Bank Format: A Comprehensive Guide

In the realm of engineering projects, construction, and infrastructure development, obtaining the necessary clearances and certifications is an essential step toward ensuring legal compliance, financial transparency, and operational efficiency. Among these, the Engineer Clearance Certificate from Bank format has emerged as a crucial document that bridges the financial and engineering domains, serving as proof that an engineer or engineering firm has fulfilled specific financial or contractual obligations recognized by financial institutions. This article delves into the intricacies of this certificate, exploring its significance, structure, application process, and best practices for procurement.

Understanding the Engineer Clearance Certificate from Bank Format

What Is an Engineer Clearance Certificate from Bank?

An Engineer Clearance Certificate from Bank is a formal document issued by a bank or financial institution verifying that an engineer or engineering entity has met certain financial criteria, such as the settlement of dues, completion of payments related to project financing, or compliance with financial obligations tied to a specific engineering contract.

This certificate is often required during various stages of project approval, tender submissions, or legal proceedings to establish the financial credibility and compliance status of the engineering party involved. It essentially assures authorities, clients, or project stakeholders that the engineer's financial dealings are in order, reducing the risk of default or financial disputes.

Why Is It Important?

- Legal and Regulatory Compliance: Many government departments, project authorities, or contractual bodies mandate this certificate to ensure that the engineering entity is financially sound.
- Facilitation of Project Approvals: During bidding or project implementation, providing this certificate can smoothen approval processes.
- Financial Transparency: It showcases the bank's verification that the engineer's financial obligations are clear, fostering trust among stakeholders.
- Risk Mitigation: Ensures that the engineer has no outstanding dues that could jeopardize project execution.

Structure and Format of the Certificate

The Bank Format signifies that the certificate adheres to a standardized template prescribed by

banking or regulatory authorities. While specific formats may vary across regions or institutions, the core components generally include:

- Title and Reference Details

- Clear heading: ?Engineer Clearance Certificate?
- Unique reference or certificate number
- Date of issuance

- Bank Details

- Name and address of the issuing bank
- Branch details
- Contact information

- Details of the Engineer or Firm

- Name of the engineer or firm
- Registration or license number
- Address
- Contact details

- Financial Verification Statement

- Confirmation that the engineer has settled or is in good standing regarding specific financial obligations
- Details of the project or contract related to the verification
- Amounts involved, if applicable

- Certification and Authorization

- Statement confirming the bank?s verification
- Authorized signatory (with designation)
- Bank seal or stamp

- Disclaimer or Conditions

- Any conditions or limitations of the certification
- Validity period

The Application Process: How to Obtain an Engineer Clearance Certificate

Securing an Engineer Clearance Certificate from Bank format involves a structured process, which typically includes:

Step 1: Submission of Application

The engineer or firm must submit a formal application to the bank, including:

- A written request letter specifying the purpose
- Valid identity and registration documents
- Details of the project or contract
- Supporting financial documents, such as bank statements, payment receipts, or previous clearance certificates

Step 2: Documentation Verification

The bank reviews the submitted documents to verify:

- The authenticity of the application
- The financial standing of the engineer
- Any outstanding dues or liabilities related to the project

Step 3: Financial Clearance Check

The bank may conduct a thorough check of:

- Account balances
- Past transaction history
- Pending payments or dues related to the project

Step 4: Issuance of the Certificate

If all conditions are satisfied, the bank issues the clearance certificate in the prescribed format, duly signed and stamped.

Step 5: Submission and Use

The engineer submits this certificate to relevant authorities, clients, or project managers as proof of financial clearance.

Key Considerations and Best Practices

To ensure a smooth procurement process and validity of the certificate, engineers should keep in mind:

- Maintain Updated Financial Records: Ensure that all dues are cleared and financial records are up-to-date before applying.
- Verify Format Requirements: Confirm the specific format and details required by the issuing bank or the requesting authority.
- Timely Application: Apply well in advance of project deadlines to account for processing time.
- Clear Documentation: Provide comprehensive and accurate documentation to avoid delays.
- Regular Follow-up: Stay in contact with the bank during the verification process for prompt clarification and updates.
- Understand the Validity Period: Certificates may have an expiry date; ensure to renew or update as needed.

Common Uses of the Engineer Clearance Certificate from Bank Format

This certificate is versatile and applicable across multiple scenarios:

- Tendering and Bidding: When participating in government or private tenders, the certificate may be a prerequisite.
- Project Approvals: For obtaining permits or clearances from municipal or environmental authorities.
- Contract Finalization: To demonstrate financial credibility and compliance during contract

signing.

- Loan or Credit Applications: When seeking financial assistance for project execution.
- Legal or Dispute Resolution: As evidence of financial standing in case of disputes.

Challenges and Solutions

While the process is straightforward, engineers may face certain challenges:

- Delays in Verification: Banks may take time to process due to high workload or incomplete documentation.
- Solution: Prepare all documents meticulously and apply early.
- Discrepancies in Financial Records: Mismatched or outdated records can cause rejection.
- Solution: Regularly update financial records and reconcile statements.
- Understanding Format Requirements: Variations in template formats can cause confusion.
- Solution: Obtain a sample format from the issuing bank or regulatory authority beforehand.

Conclusion

The Engineer Clearance Certificate from Bank format serves as a vital link between financial credibility and engineering professionalism. Its proper procurement not only facilitates smooth project execution but also enhances the engineer's reputation and trustworthiness in the eyes of clients, authorities, and financial institutions. By understanding its structure, application process, and best practices, engineers can streamline their compliance procedures and focus on delivering quality work.

In an era where transparency and accountability are paramount, maintaining good financial standing and securing the appropriate certifications will remain essential for engineering entities aiming for sustained growth and success in competitive markets.

QuestionAnswer What is an engineer clearance certificate from a bank, and why is it required? An engineer clearance certificate from a bank is a formal document issued by a bank confirming that an engineer or contractor has cleared all financial dues associated with a project or loan. It is often required to ensure that the engineer has fulfilled financial obligations before proceeding with or completing a project. What is the standard format of an engineer clearance certificate from a bank? The standard format typically includes the bank's letterhead, details of the engineer or contractor, project information, statement confirming clearance of dues, and authorized signatures. It may also specify the date of issuance, account details, and the scope of the clearance. How can I request an engineer clearance certificate from my bank? To request the certificate, you should submit a formal application to your bank's branch or the designated department, providing necessary details such as your account information, project details, and any relevant documents or proof of dues clearance.

Some banks may also offer online request options. What are the common elements included in the format of an engineer clearance certificate from a bank? Common elements include the bank's name and logo, certificate title, engineer or contractor's details, project details, statement of financial clearance, date, and authorized signatures or stamps. It may also contain terms and conditions regarding the clearance. Are there any legal or procedural considerations when issuing an engineer clearance certificate from a bank? Yes, the bank must verify that all dues and obligations are settled before issuing the certificate. The process may involve audit checks, verifying account statements, and ensuring compliance with contractual or legal requirements. Proper authorization and documentation are essential to ensure the certificate's validity.

Related keywords: engineer clearance certificate, bank format, engineer bank certificate, clearance certificate template, engineer verification letter, bank certification format, engineer approval document, bank clearance sample, engineer certification sample, bank-issued engineer certificate

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