

[Your Name]  
[Your Title/Position]  
[Your Organization/Institution Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm that [Employee's Name] has successfully completed the Certified Nursing Assistant (CNA) training program at [Training Institution Name] on [Completion Date].

[Employee's Name] has demonstrated proficiency in the skills and procedures necessary to provide quality care and support to patients under the supervision of licensed nursing staff.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]