

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally confirm that [Student Name] has successfully completed the Certified Nursing Assistant (CNA) training program at [Training Institution Name].

The training was conducted from [Start Date] to [End Date], during which [Student Name] completed a total of [Number] hours of theory and practical instruction. The curriculum covered essential topics including but not limited to:

- Patient care and safety
- Infection control
- Basic nursing skills
- Communication and interpersonal skills

[Student Name] has shown dedication and commitment throughout the program and has met all requirements necessary to obtain certification.

We wish [Student Name] success in their future endeavors and are confident in their abilities as a Certified Nursing Assistant.

Sincerely,

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