

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to formally confirm that [Trainee's Name] has successfully completed the Certified Nursing Assistant (CNA) training program at [Institution/Organization Name].

The training commenced on [Start Date] and concluded on [End Date].

Throughout the program, [Trainee's Name] demonstrated a strong commitment to learning and excelled in both theoretical knowledge and practical skills essential for the role of a CNA.

[Optional: Include a brief summary of the skills learned or competencies achieved during the training.]

We are pleased to acknowledge that [Trainee's Name] has met all requirements set forth by [Institution/Organization Name] and is now fully qualified to pursue employment as a Certified Nursing Assistant.

Should you require any further information or verification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

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