

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Certification of Training Completion

We are pleased to inform you that [Employee Name] has successfully completed the [Training Program Title] on [Training Date]. This training was conducted by [Training Provider/Organization] and focused on [Brief Description of Training Topics].

Certification Details:

- ****Participant Name****: [Employee Name]
- ****Training Program****: [Training Program Title]
- ****Date of Completion****: [Completion Date]
- ****Certification Number****: [Certification Number, if applicable]

[Employee Name] demonstrated a comprehensive understanding and application of the principles outlined in the training program, which included [specific skills or knowledge areas related to EHS training].

We appreciate [Employee Name]'s commitment to enhancing their knowledge and skills in Environmental, Health, and Safety practices.

Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Company Website]