

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for the On-the-Job Training (OJT) program at [Company/Organization Name]. As [his/her/their] [Instructor/Supervisor/Professor] at [Your Institution/Company], I have had the pleasure of working with [Student's Name] for [duration] and can confidently say that [he/she/they] would be a valuable asset to your team.

Throughout [his/her/their] time in my class, [Student's Name] has demonstrated [specific skills, attributes, or experiences relevant to OJT]. [He/She/They] consistently [describe behaviors or achievements relevant to the workplace].

Additionally, [Student's Name] possesses strong [mention relevant skills or traits, such as teamwork, communication, problem-solving, etc.].

[He/She/They] is not only dedicated and hardworking but also shows a genuine passion for [mention relevant field or industry].

I have no doubt that [Student's Name] will bring the same level of excellence to [Company/Organization Name] as [he/she/they] has shown in [his/her/their] academic pursuits. I wholeheartedly recommend [him/her/them] for your OJT program.

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

Thank you for considering [Student's Name] for this opportunity.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]