

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

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

Dear [Recipient Name],

Subject: Evaluation of [Student's Name] - On-the-Job Training

I am writing to provide an evaluation for [Student's Name], who completed their On-the-Job Training (OJT) with us from [Start Date] to [End Date].

During this period, [Student's Name] was assigned to [Department/Team Name] and was involved in [briefly describe tasks/projects].

Throughout the internship, [Student's Name] demonstrated [mention specific skills, qualities, and competencies, e.g., professionalism, teamwork, technical skills]. They were able to [provide specific examples of achievements or contributions].

In addition to their technical abilities, [Student's Name] exhibited strong [mention soft skills, e.g., communication skills, adaptability, problem-solving]. They effectively [give specific instance where they showed these skills].

Overall, [Student's Name] made a valuable contribution to our team and has shown great potential in [mention relevant field or discipline]. We are confident that they will excel in their future endeavors.

Please feel free to contact me if you require any further information or clarification.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]