

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere appreciation for the opportunity to complete my On-the-Job Training (OJT) at [Company/Organization Name] from [start date] to [end date].

During my time with your team, I gained invaluable experience and insights into [specific skills or knowledge]. I am particularly grateful for [specific experience or project], which greatly enhanced my [skill set or professional development].

I would like to extend my gratitude to you and the entire team for your support, guidance, and encouragement throughout my training period. The knowledge I acquired during my OJT has equipped me with the necessary tools to pursue my career aspirations.

Thank you once again for this wonderful opportunity. I look forward to staying in touch and hopefully collaborating in the future.

Warm regards,

[Your Name]
[Your Course/Program]
[Your Institution]