

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Completion for On-the-Job Training

This letter is to certify that [Trainee's Name], a student from [School/University Name], successfully completed their On-the-Job Training (OJT) at [Company Name] from [Start Date] to [End Date]. During the training period, [he/she/they] gained valuable experience in [briefly describe the areas of training or projects undertaken].

[Trainee's Name] exhibited a strong work ethic, enthusiasm, and a willingness to learn, contributing positively to our team.

We commend [his/her/their] dedication and effort throughout the training duration. We believe that the skills and knowledge acquired during this period will serve [him/her/them] well in [his/her/their] future endeavors.

Thank you for the opportunity to support [Trainee's Name] in [his/her/their] professional development.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]