

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: OJT Confirmation

We are pleased to confirm your On-the-Job Training (OJT) placement at [Company Name] from [start date] to [end date]. During this period, you will have the opportunity to work alongside our team in the [specific department/field].

Your assigned supervisor will be [Supervisor's Name], who will guide you throughout your training. Please report to the office at [Office Address] on your first day by [Start Time].

We look forward to your contributions and wish you a successful training experience.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]