

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Progress Report for On-the-Job Training

I am writing to provide a progress report regarding my On-the-Job Training (OJT) experience at [Company Name] from [start date] to [end date].

During this period, I have engaged in various tasks and responsibilities, including:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

These experiences have helped me develop skills in [Skill 1], [Skill 2], and [Skill 3]. I have also had the opportunity to learn from my supervisors and colleagues about [specific area/subject].

Challenges I faced included:

- [Challenge 1]
- [Challenge 2]

I have addressed these challenges by [Solution/Action Taken].

Overall, this OJT experience has been invaluable in shaping my professional development. I am grateful for the opportunity and look forward to contributing further to [Company Name].

Thank you for your support.

Sincerely,

[Your Name]

[Your Student ID or enrollment number, if applicable]