

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As I conclude my On-the-Job Training (OJT) experience at [Company Name], I wanted to take a moment to reflect on the invaluable lessons and insights I have gained during my time here. Throughout my OJT, I had the opportunity to [describe specific tasks or projects you worked on]. This experience allowed me to [explain what you learned, skills developed, or challenges faced]. I particularly enjoyed [mention any specific aspect of the job or company culture that stood out to you].

One major takeaway from my time at [Company Name] is [discuss a key lesson learned or a personal insight]. This has not only enhanced my professional development but has also shaped my approach towards [mention any relevant field or skill].

I am grateful for the support and mentorship provided by [mention any colleagues or supervisors who impacted your experience]. Their guidance has been instrumental in helping me navigate my responsibilities and has encouraged me to pursue my goals with confidence.

As I move forward in my career, I hope to take the skills and experiences I gained at [Company Name] and apply them to future endeavors. Thank you for this enriching experience, and I look forward to staying in touch.

Warm regards,

[Your Name]

[Your Contact Information]