

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your participation in the On-the-Job Training (OJT) program at [Company Name]. Your start date will be [Start Date], and you will be working under the supervision of [Supervisor's Name] in the [Department/Section].

The duration of the OJT program is [Duration], during which you will gain practical experience and knowledge in [Brief Description of Duties/Responsibilities]. Your working hours will be from [Start Time] to [End Time], [Specify Days of the Week].

Please acknowledge your acceptance of this confirmation by signing and returning a copy of this letter by [Return Deadline].

We look forward to having you as part of our team and helping you grow your skills during this program.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Signature]

Acknowledgment of Acceptance

I, [Recipient's Name], accept the terms of the On-the-Job Training (OJT) program with [Company Name].

Signature: _____

Date: _____