

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the opportunity I have been given to participate in the On-the-Job Training (OJT) program at

[Company/Organization Name].

I would like to express my gratitude for the guidance and support provided by you and the team during my training period from [start date] to [end date]. The experience has been invaluable, allowing me to apply my academic knowledge in a practical setting and develop new skills.

Thank you once again for this incredible opportunity. I look forward to staying in touch and applying what I've learned in my future endeavors.

Sincerely,
[Your Name]