

[Your Organization's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Trainee's Name], son/daughter of [Parent's Name], has successfully completed their On-the-Job Training (OJT) at [Organization Name] from [Start Date] to [End Date]. During this period, [he/she/they] was assigned to the [Department/Team Name] where [he/she/they] gained practical experience in [describe tasks/skills learned].

[Trainee's Name] demonstrated professionalism, dedication, and the ability to work collaboratively with our team. We commend [his/her/their] effort and commitment to learning and contributing to our organization. We wish [Trainee's Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]