

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Feedback on OJT (On-the-Job Training) Program

I hope this letter finds you well. I am writing to provide feedback regarding the OJT program that [Trainee's Name] recently completed at [Company/Organization Name].

First and foremost, I would like to commend [Trainee's Name] for [his/her/their] efforts during the training period. [He/She/They] demonstrated [specific skills or qualities, e.g., strong communication skills, eagerness to learn, etc.].

Throughout the training, [Trainee's Name] successfully [describe specific tasks or projects completed], which significantly contributed to our team's objectives. [He/She/They] showed a remarkable ability to [mention another strength or quality].

However, there are areas where [Trainee's Name] can improve. I would suggest focusing on [specific areas for improvement, e.g., time management, technical skills, etc.] to enhance [his/her/their] capabilities further.

Overall, I believe that the OJT program has been beneficial for both [Trainee's Name] and our organization. We appreciate your efforts in facilitating this experience.

Thank you for your attention. Please feel free to reach out if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]