

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: On-the-Job Training Confirmation

We are pleased to inform you that you have been selected for the On-the-Job Training (OJT) program at [Company Name]. This training is scheduled to commence on [Start Date] and will conclude on [End Date].

Your assigned department will be [Department Name], and you will report to [Supervisor's Name], who will oversee your training. The primary objectives of this program are to [briefly outline objectives, e.g., gain practical experience, develop skills, etc.].

You are expected to adhere to the following schedule:

- Days of training: [Days of the week]

- Training hours: [Start time] to [End time]

Please bring the necessary documents (e.g., identification, academic records) on your first day. Should you have any questions or require further details, feel free to contact [Contact Name] at [Contact Number] or [Contact Email].

We look forward to your contributions and wish you a successful training experience at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]