

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent interview for the OJT position on [Interview Date]. I want to express my gratitude for the opportunity to interview and learn more about [Company's Name] and the exciting projects you are working on. I remain very enthusiastic about the possibility of joining your team and contributing to [specific goals or projects discussed in the interview]. If you need any more information from my side to assist in the decision-making process, please do not hesitate to reach out.

Thank you once again for your time and consideration. I look forward to hearing from you soon.

Best regards,
[Your Name]