

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Security Guard Training Completion

We are pleased to inform you that you have successfully completed the Security Guard Training Program conducted by [Training Institution/Company Name] on [Completion Date].

This training covered essential topics including:

- [Topic 1]

- [Topic 2]

- [Topic 3]

- [Topic 4]

Your dedication and commitment throughout the program were commendable.

You have demonstrated the skills and knowledge necessary to excel in your role as a security guard.

Enclosed you will find your certificate of completion. We encourage you to utilize the skills you've learned to enhance your performance in your security duties.

Congratulations on your achievement! If you have any questions or require further information, please feel free to contact us.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]