

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that you have been accepted for an On-the-Job Training (OJT) position at [Company Name]. Your training will begin on [Start Date] and will conclude on [End Date]. During this period, you will be working in the [Department/Position] under the supervision of [Supervisor's Name].

Please report to our office at [Office Address] on your first day by [Start Time]. Be prepared to engage in various activities that will enhance your skills and provide you with valuable experience in the [specific field/industry].

Enclosed, please find further information regarding your training schedule, responsibilities, and expectations. If you have any questions or need additional information, feel free to contact us at [Contact Information].

Congratulations, and we look forward to having you as part of our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]