

[Your Organization's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: Acknowledgment of Internship Completion

We would like to formally acknowledge the successful completion of your On-the-Job Training (OJT) with [Your Organization's Name]. You have been an integral part of our team from [Start Date] to [End Date].

During your internship, you demonstrated [mention specific skills, contributions, and achievements]. Your dedication and hard work have added significant value to our projects and have been greatly appreciated.

We wish you the best in your future endeavors and encourage you to stay in touch as you continue on your professional journey.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]