

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Student's Name]
[Student's School Name]
[School Address]
[City, State, ZIP Code]

Dear [Student's Name],

I hope this message finds you well. I am writing to express our heartfelt appreciation for your hard work and dedication during your on-the-job training (OJT) with us at [Organization Name].

Your contributions to our team have not gone unnoticed and have significantly impacted our daily operations. Your ability to [mention specific skills or projects the student worked on] has shown great promise and professionalism.

We commend your eagerness to learn and your positive attitude, which have made you a valuable member of our team. It was a pleasure to watch you grow and develop your skills over the course of your training.

As you continue your academic journey, we wish you all the best in your future endeavors. We have no doubt that you will excel in whatever path you choose.

Thank you once again for your hard work and commitment during your OJT. Please feel free to reach out if you need any recommendations or guidance in the future.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]