

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[School/University Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to provide an evaluation for [Student Name], who has completed their On-the-Job Training (OJT) at [Your Company/Organization] from [Start Date] to [End Date].

During this period, [Student Name] demonstrated notable skills in [list relevant skills/areas], and contributed positively to our team.

Specifically, [he/she/they] excelled in [mention specific tasks or projects completed].

[Student Name] was punctual and exhibited a strong work ethic throughout their tenure. [He/She/They] effectively communicated with colleagues and adapted well to the dynamic work environment.

In summary, I highly recommend [Student Name] for future opportunities, as [he/she/they] has proven to be a valuable asset to our organization.

Thank you for the opportunity to work with [Student Name]. If you require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]