

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to take a moment to thank you for the invaluable experience I gained during my on-the-job training at [Company's Name]. The skills and knowledge I acquired have profoundly impacted my personal and professional development.

I am writing to follow up on our previous conversations regarding my performance and any potential opportunities for future employment or further learning within your organization. I am very eager to apply the skills I learned during my training and contribute to [Company's Name] in any capacity.

I truly appreciated the support and mentorship provided by you and the team. Please let me know if there are any updates or if I can assist you in any way.

Thank you once again for the wonderful opportunity. I look forward to hearing from you soon.

Warm regards,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Course/Program Name]