

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

[Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

I hope this letter finds you well. As your mentor during your on-the-job training (OJT) period, I wanted to take a moment to provide you with feedback on your performance and growth.

****Strengths**:**

1. [Strength 1 - Describe a specific skill or quality]
2. [Strength 2 - Describe another skill or quality]
3. [Strength 3 - Describe a strength that stood out]

****Areas for Improvement**:**

1. [Area for Improvement 1 - Describe a skill that needs development]
2. [Area for Improvement 2 - Describe another area for growth]
3. [Area for Improvement 3 - Suggest resources or strategies for improvement]

****Overall Performance**:**

Throughout your time with us, you have shown [overall observation about performance, attitude, and adaptability]. This experience has provided you with opportunities to develop your skills in [mention relevant skills or knowledge areas].

****Next Steps**:**

I encourage you to [suggest further actions - training, reading materials, projects, etc.]. Continuing to work on your [specific skills or attitudes] will greatly benefit you in your future endeavors. Thank you for your hard work and dedication during your OJT. I commend your efforts and look forward to seeing your continued growth.

Best regards,

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