

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

Dear [Recipient Name],

Subject: Progress Report for OJT Student - [Student's Name]

I am pleased to provide this progress report regarding [Student's Name], who has been undertaking their on-the-job training (OJT) with us at [Company/Organization Name] from [Start Date] to [End Date].

****1. Performance Overview:****

[Student's Name] has displayed a commendable level of enthusiasm and dedication throughout the training period. They have actively participated in [list specific tasks, projects, or responsibilities].

****2. Skills and Development:****

During their time with us, [Student's Name] has developed skills in [mention relevant skills or tools used]. They have also shown growth in [describe any areas of improvement or learning].

****3. Contributions:****

[Student's Name] has contributed significantly to [mention specific projects or tasks], demonstrating [describe their impact or achievements].

****4. Areas for Improvement:****

While [Student's Name] has performed well, there are areas such as [mention any areas for improvement], where further focus would be beneficial.

****5. Conclusion and Recommendations:****

Overall, [Student's Name] has been an invaluable part of our team, and I have no doubt that they will excel in their future endeavors. I recommend continued support and guidance in their remaining training period and beyond.

Should you require any additional information or have any questions, please feel free to contact me.

Sincerely,

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