

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

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

Dear [Recipient's Name],

Subject: Project Report on OJT Experience

I hope this letter finds you well. I am writing to present my project report detailing my experience during my On-the-Job Training (OJT) at [Company/Organization Name] from [Start Date] to [End Date].

**\*\*1. Introduction\*\***

Provide a brief overview of the purpose of your OJT and the company where you completed it.

**\*\*2. Objectives\*\***

List the objectives you aimed to achieve during your OJT.

**\*\*3. Activities and Responsibilities\*\***

Describe the tasks and responsibilities you undertook during your training period, highlighting key projects you worked on.

**\*\*4. Skills Acquired\*\***

Discuss the skills and knowledge you gained through your experience, mentioning any tools or technologies you became proficient in.

**\*\*5. Challenges Encountered\*\***

Reflect on the challenges you faced during your training and how you addressed them.

**\*\*6. Conclusion\*\***

Summarize your overall experience, expressing gratitude for the opportunity and how it has prepared you for your future career.

Thank you for your guidance and support throughout my OJT. I hope you find my report informative and reflective of my learning experience.

Sincerely,

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