

[Your Name]
[Your Position]
[Your Company/Organization]
[Company 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. I wanted to take a moment to extend my heartfelt thanks for your hard work and dedication during your on-the-job training with us at [Company/Organization Name].

Your contributions over the past [duration of OJT] have been invaluable. You have shown great enthusiasm and a willingness to learn, which significantly benefited our team. Your [specific skills, qualities, or projects they worked on] particularly stood out and made a positive impact on our operations.

We appreciate your efforts and commitment to [any specific task, role, or project]. It was a pleasure to have you as part of our team, and I hope this experience has been rewarding for you as well.

As you continue your studies and future endeavors, we encourage you to keep in touch. We wish you all the best for your academic and career pursuits ahead.

Thank you once again for your dedication and hard work.

Best regards,

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