

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

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

Dear [Recipient's Name],

Subject: OJT Assessment Report

I hope this letter finds you well. I am writing to present my assessment report for the On-the-Job Training (OJT) I completed at

[Company/Organization Name] from [start date] to [end date].

During my internship, I had the opportunity to work in [department or area of focus], where I was involved in [brief description of tasks and responsibilities]. Through this experience, I was able to develop skills in [list relevant skills] and gain valuable insights into [mention any significant learnings or experiences].

The following sections provide a detailed overview of my activities and achievements during the training period:

1. ****Objectives of the OJT****
 - [Objective 1]
 - [Objective 2]
 - [Objective 3]
2. ****Key Activities and Responsibilities****
 - [Activity 1 and description]
 - [Activity 2 and description]
 - [Activity 3 and description]
3. ****Skills Acquired****
 - [Skill 1]
 - [Skill 2]
 - [Skill 3]
4. ****Challenges and Solutions****
 - [Challenge 1 and solution]
 - [Challenge 2 and solution]
5. ****Conclusion and Recommendations****
 - [Conclusion remarks]
 - [Recommendations for future OJT candidates]

I would like to express my gratitude to you and the entire team at [Company/Organization Name] for the support and guidance provided during my training. I believe this experience has significantly contributed to my personal and professional growth.

Thank you for your time and consideration. I appreciate the opportunity to discuss this report further, should you have any questions or require additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Course/Program]