

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: OJT Completion Certification

We are pleased to confirm that [Student's Name] has successfully completed their On-the-Job Training (OJT) program at [Company/Organization Name]. [He/She/They] commenced the program on [Start Date] and concluded on [End Date].

During this period, [Student's Name] was assigned to [describe the department or role] and participated in various tasks including:

- [Task 1]
- [Task 2]
- [Task 3]

[Student's Name] demonstrated [list qualities or skills observed, e.g., punctuality, dedication, ability to learn quickly] and proved to be a valuable member of our team.

We commend [Student's Name] for [his/her/their] hard work and commitment throughout the duration of the program and wish [him/her/them] success in future endeavors.

If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Phone Number]

[Email Address]