

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to submit my evaluation for my On-the-Job Training (OJT) experience at [Company/Organization Name], which took place from [Start Date] to [End Date].

During my time at [Company/Organization Name], I had the opportunity to [briefly describe your responsibilities, tasks, and projects]. This experience has provided me with valuable insights into [mention skills or knowledge gained related to your field of study].

Overall, I believe that my OJT experience has significantly contributed to my personal and professional growth. I have learned [detail specific lessons or skills acquired] and have gained practical knowledge that I will carry forward into my future career.

I would like to express my gratitude to [mention specific individuals, if applicable] for their guidance and support throughout my training period.

Thank you for the opportunity to be part of [Company/Organization Name].

I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Program/Field of Study]

[Your Institution/University Name]