

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

[Supervisor's Name]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to kindly request your feedback regarding my performance during my on-the-job training (OJT) at [Company Name].

I value your insights and believe that your feedback will greatly contribute to my growth and learning experience. Specifically, I would appreciate your thoughts on my strengths, areas for improvement, and any suggestions you might have for my professional development.

Thank you very much for your time and support. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position/Title, if applicable]

[Your Educational Institution, if applicable]