

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

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

Dear [Recipient's Name],

Subject: OJT Internship Experience Summary

I hope this letter finds you well. I am writing to summarize my internship experience at [Company Name] from [Start Date] to [End Date]. During my time at [Company Name], I had the opportunity to work in the [specific department or project], where I was involved in [briefly describe your responsibilities and tasks]. This experience allowed me to develop skills in [mention specific skills], and gain valuable insights into [mention any relevant industry knowledge].

One of the highlights of my internship was [describe a significant project or achievement]. This experience taught me [mention what you learned or accomplished] and further solidified my interest in pursuing a career in [specific field/industry].

I am grateful for the support and guidance I received from [mention supervisors or team members], which greatly enhanced my learning experience. I would like to extend my thanks to everyone at [Company Name] for this opportunity.

If there is any further information or documentation needed regarding my internship, please feel free to contact me.

Thank you once again for the invaluable experience.

Sincerely,
[Your Name]