

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to outline my learning objectives for my upcoming On-the-Job Training (OJT) program at [Company/Organization Name]. I believe that setting clear goals will not only help guide my experience but also contribute positively to your team.

1. **Objective 1**: [Describe the first objective clearly, for example, "To gain hands-on experience in [specific task or skill] that will allow me to understand the practical applications of my academic learning."]
2. **Objective 2**: [Detail the second objective, for example, "To develop my communication skills by actively participating in team meetings and engaging with colleagues to learn best practices."]
3. **Objective 3**: [State the third objective, for example, "To familiarize myself with the [specific tools, systems, or software] used at [Company/Organization Name] through direct usage during my training period."]
4. **Objective 4**: [Include additional objectives as needed, ensuring they are specific and measurable.]

I am very eager to learn and contribute to the team at [Company/Organization Name], and I believe these objectives will help me make the most of this opportunity. I look forward to your guidance and support as I embark on this learning journey.

Thank you for considering my objectives. I am excited about the prospect of working with you and your team.

Sincerely,

[Your Name]
[Your Program/School Name]
[Your Program/School Contact Information]