

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: OJT Progress Report

I hope this letter finds you well. I am writing to provide you with an update on my On-the-Job Training (OJT) progress at [Company/Organization Name].

1. ****Overview of Activities****:

During my training period from [Start Date] to [End Date], I have been involved in various tasks and projects, including:

- [Task/Project 1]
- [Task/Project 2]
- [Task/Project 3]

2. ****Skills Developed****:

Throughout this experience, I have gained valuable skills such as:

- [Skill 1]
- [Skill 2]
- [Skill 3]

3. ****Challenges Faced****:

I encountered some challenges, including:

- [Challenge 1 and how it was resolved]
- [Challenge 2 and how it was resolved]

4. ****Feedback and Guidance****:

I have received guidance from my supervisor, [Supervisor's Name], which has been instrumental in my development. I appreciate the constructive feedback provided.

5. ****Future Goals****:

Looking ahead, I aim to:

- [Goal 1]
- [Goal 2]

Thank you for your continued support throughout my OJT. I look forward to your feedback and any further suggestions you may have.

Sincerely,

[Your Name]
[Your Course/Program]
[Your School/University]
[Student ID (if applicable)]