

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific position or program] as part of their On-the-Job Training (OJT) experience. As [his/her/their] supervisor at [Your Company/Organization Name], I have had the pleasure of working with [him/her/them] for [duration] and can attest to [his/her/their] skills and dedication.

During [his/her/their] time with us, [Student's Name] demonstrated strong [specific skills or qualities, e.g., communication skills, technical abilities, teamwork]. [He/She/They] consistently [mention specific achievements or contributions].

I am confident that [Student's Name] will bring the same level of enthusiasm and commitment to [the new opportunity] as [he/she/they] did during [his/her/their] time with us. [He/She/They] has my full support, and I believe [he/she/they] will excel in [this role/program].

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Signature (if sending a hard copy)]