

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: On-the-Job Training Program Letter

We are pleased to inform you that you have been accepted into the On-the-Job Training (OJT) program at [Company Name]. This program is designed to provide you with real-world experience and hands-on training in [specific field/area].

**\*\*Program Details:\*\***

- **\*\*Start Date:\*\*** [Start Date]

- **\*\*End Date:\*\*** [End Date]

- **\*\*Training Location:\*\*** [Location/Department]

- **\*\*Supervisor:\*\*** [Supervisor's Name/Title]

- **\*\*Work Schedule:\*\*** [Days/Hours]

As an OJT participant, you will have the opportunity to learn about [specific tasks, responsibilities, or skills]. You will also be evaluated throughout the program to ensure you are gaining the necessary skills and knowledge.

Please confirm your acceptance of this offer by signing and returning this letter by [deadline date]. If you have any questions regarding the program, feel free to contact [Contact Person's Name] at [Contact Information].

We look forward to your contribution and are excited to support your professional development.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: OJT Program Agreement (if applicable)]

**\*\*Acceptance:\*\***

I, [Recipient's Name], accept the terms and conditions of the On-the-Job Training Program as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_