

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my gratitude for the opportunity to participate in the On-the-Job Training (OJT) program at [Company/Organization Name] from [start date] to [end date]. During my time at [Company/Organization Name], I have gained valuable insights into [specific skills/knowledge acquired] and had the chance to work with an exceptional team. My experiences in [describe relevant tasks or projects] have equipped me with practical skills that will greatly benefit my future career.

I appreciate the support and guidance provided by you and the team throughout my training period. Please let me know if there's anything further I can assist you with or if you would like a follow-up discussion regarding my experiences.

Thank you once again for this invaluable experience. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your School/University Name, if applicable]
[Your Program/Field of Study]