

[Your Name]

[Your Position]

[Your Address]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Student's Name] for the On-the-Job Training (OJT) position at your esteemed company/organization. [He/She] has been a valuable member of our team here at [Your Company/Organization] and has consistently demonstrated exceptional skills and dedication.

During [his/her] time with us, [Student's Name] has exhibited a strong work ethic, keen attention to detail, and a willingness to learn and adapt. [He/She] has actively participated in [specific tasks or projects] and consistently exceeded expectations. [His/Her] ability to [mention any specific skills or qualities relevant to the OJT position] has been particularly impressive.

Moreover, [Student's Name] has excellent communication skills and works effectively both independently and as part of a team. [He/She] is reliable, punctual, and takes initiative to tackle challenges head-on. [His/Her] positive attitude and willingness to take on new responsibilities make [him/her] an asset to any team.

I am confident that [Student's Name] will excel in the OJT position and will make significant contributions to your organization. [He/She] has the drive, determination, and passion for [mention industry or field] that will serve [him/her] well in [his/her] future endeavors.

Please feel free to contact me if you require any further information or clarification regarding [Student's Name] or [his/her] time with us. Thank you for considering [him/her] for the OJT position.

Sincerely,

[Your Name]

[Your Position]