${Memo Date}

**MEMORANDUM**

For : **${Addressee}**

**${Addressee Position}**

**${Addressee Location}**

Subject : **COMPLETION REPORT ON ${Training Title} TRAINING (BATCH ${batchNumber})**

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The Support Staff is pleased to report that the ${Batch Ordinal} Batch of Transport Personnel completed the ${dayNumber}-day ${Training Title} Training aimed at ${Objective Paragraph}.

The training was conducted on ${Start Date} to ${End Date}, ${Year} by ${TrainerClause}.

During the evaluation of the trainee${plural}, they satisfactorily passed the ${evaluationType} evaluations${additionalClause}.

**${Support Officer}**

${Officer Position}

Support Staff/AFC Center/Computer Section