

“Company Letter Head”

O-J-T Verification Sample Letter

Today's Date

ABC Institute, Inc.
3720 Coconut Creek Parkway, Suite D
Coconut Creek, Florida 33066

Re: Apprentice's Name

To Whom It May Concern:

The purpose of this letter is to verify that (apprentice's name) has been a full time employee of (your company's name) from (date/year to date/year or present).

During this period he or she has acquired (xxxx) hours of on-the-job-training practical experience in a broad range of work in the _____ trade.

Name and Signature of the Authorized Signatory,
Title

Notarized By: _____

Date: _____

Seal: _____