

SF 4.6C: OJT completion certificate for candidates

Company letter head

On the job training certificate

Issued on:

Id No:

This is to certify that Ms. / Mr..... D/o, W/o, S/o..... has successfully completed on the job training course with grade _____ for (Course name) conducted by..... (Company name) facilitated by..... (PIA name) from..... (DD/MM/YY) to..... (DD/MM/YY) at..... (Name of company, address).

Certified by:

(Company name)

Sign and seal

(Designation)

Grading for performance are as follows:

Grade A – Outstanding

Grade B – Very good

Grade C – Good

Grade D – Average

STANDARD FORM OF SOP