

Completion Certificate Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have successfully completed the Job Training Program held from [Start Date] to [End Date]. Your dedication and hard work throughout the program have been commendable.

As a result, you are eligible to receive a Completion Certificate, which recognizes your efforts and achievements during the training.

Please find the certificate attached to this notification. We encourage you to keep it as a part of your professional portfolio.

Congratulations on your accomplishment! We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]