

# Course Completion Notification

Date: [Insert Date]

To: [Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

We are pleased to inform you that [Employee's Name], currently employed at [Company's Name], has successfully completed the [Course Title] course on [Completion Date]. This course covered essential topics such as [Briefly mention topics or skills learned].

This completion enhances [Employee's Name]'s qualifications and skills applicable to their role in your organization.

Thank you for your continued support in [Employee's Name]'s professional development.

Sincerely,

[Your Name]

[Your Position]

[Your Institution's Name]

[Your Contact Information]