

Employment Skills Training Progress Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Progress Report on Employment Skills Training

Dear [Recipient's Name],

I am writing to provide you with a progress report on the Employment Skills Training Program attended by [Participant's Name] from [Start Date] to [End Date].

Training Overview

The training program focused on enhancing the skills necessary for successful employment, including but not limited to:

- Resume Writing
- Interview Techniques
- Communication Skills
- Team Collaboration

Progress Summary

[Participant's Name] has shown significant progress in the following areas:

- Completed [number] modules with an average score of [score].
- Participated in [number] mock interviews, demonstrating improved confidence and skills.
- Successfully collaborated with peers during group projects.

Recommendations

To further enhance [Participant's Name]'s skills, I recommend:

- Continuing to engage in practical exercises.
- Seeking mentorship opportunities within the industry.
- Participating in networking events.

Thank you for your attention to this progress report. Should you require any further details, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]