Informal Course Completion Email

Subject: Congratulations on Completing [Course Name]!

Hi [Student Name],

We are happy to inform you that you have successfully completed [Course Name]. All assignments,

assessments, and participation requirements have been fulfilled, and you are now officially certified.

Congratulations and best wishes for your future endeavors!

Cheers,

[Instructor/Coordinator Name]

[Institution Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/course-completion-certificate-letter