

# Employee Training Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Feedback on Training Program

Dear [Employee's Name],

Thank you for participating in the [Name of Training Program] held on [Date of Training]. We appreciate your commitment to enhancing your skills and contributing to the team's success.

## Areas of Strength:

- [Strength 1]
- [Strength 2]
- [Strength 3]

## Opportunities for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Overall, we believe that the knowledge and skills gained during this training will be beneficial to your role. We encourage you to apply what you've learned and look forward to your continuous growth.

Thank you again for your participation!

Sincerely,

[Your Name]

[Your Position]