

Training Program Effectiveness Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Review of Training Program Effectiveness

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to enhance our training initiatives, we are conducting a comprehensive review of the effectiveness of our recent training program titled "[Training Program Name]."

We would appreciate your feedback on the following areas:

- **Content Relevance:** Was the training material relevant to your role?
- **Delivery Method:** How effective was the training delivery method?
- **Knowledge Application:** Were you able to apply what you learned in your work?
- **Overall Satisfaction:** How satisfied are you with the training experience?

Kindly provide your responses by [Insert Response Deadline]. Your insights are invaluable in helping us improve our training programs.

Thank you for your time and contribution.

Best Regards,

[Your Name]

[Your Position]

[Your Company]