

Subject: Request for Feedback on Training Program

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to continuous improvement, we are conducting an assessment of the recent training program, [Training Program Name], held on [Date]. Your feedback is invaluable to us.

We kindly request you to share your thoughts on the following aspects:

- Relevance of the training content
- Quality of the instructor(s)
- Effectiveness of the training methods used
- Suggestions for improvement

Please take a few minutes to complete the feedback form attached to this email by [Deadline]. Your insights will help us enhance our training initiatives and better serve our team.

Thank you for your time and input!

Best regards,
[Your Name]
[Your Position]
[Company Name]