

Subject: Follow-Up: Internal Training Session

Dear Team,

I hope this message finds you well. I wanted to take a moment to follow up regarding the internal training session we conducted on [Date].

Thank you all for your participation and engagement. I believe the insights shared will greatly benefit our team's performance moving forward. As we discussed, please find attached the presentation materials and additional resources for your review.

If you have any questions or feedback, feel free to reach out. Your input is valuable as we strive to improve our training efforts.

Thank you once again for your commitment to continuous improvement.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]