

Corporate Training Needs Assessment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

As part of our ongoing commitment to employee development and enhancing organizational performance, we are conducting a training needs assessment across our teams. This assessment aims to identify skill gaps and training opportunities that align with our strategic goals.

We kindly request your assistance in completing the attached questionnaire, which will help us gather valuable insights regarding the training requirements of your department. Your feedback is crucial to ensure that our training programs are effective and relevant.

Please complete the questionnaire by [insert deadline date] and return it to [insert return email] or [insert return address]. If you have any questions or need further information, feel free to reach out to me directly at [insert your contact information].

Thank you in advance for your cooperation and support in this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]