

Constructive Feedback for Training Session

Date: [Insert Date]

To: [Instructor/Trainer's Name]

From: [Your Name]

Subject: Feedback on Recent Training Session

Dear [Instructor/Trainer's Name],

I hope this message finds you well. I wanted to take a moment to provide some constructive feedback on the recent training session conducted on [insert date or topic of session].

Positive Aspects

- The training was well-structured and easy to follow.
- Your knowledge of the subject was evident and greatly enhanced the learning experience.
- Participants were engaged, and the interactive activities were particularly effective.

Areas for Improvement

- It may be beneficial to allocate more time for hands-on practice.
- Some of the materials could be simplified for clearer understanding.
- Consider incorporating more real-life examples to relate theory to practice.

Thank you for your hard work and dedication. I appreciate your efforts in continuously improving our training sessions and look forward to seeing how these suggestions may be incorporated in the future.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]