

Follow-Up on Training Outcomes

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up regarding our recent training session on [Training Topic] that took place on [Date]. Your feedback is invaluable in helping us assess the effectiveness of the program.

We would greatly appreciate it if you could provide your comments or any observations you may have regarding the training outcomes. Specifically, we are interested in your thoughts on the following:

- Overall satisfaction with the training
- Relevance of the content to your role
- Suggestions for improvement

Your insights will be vital in enhancing our future training offerings. Please feel free to reply to this email or reach out to me directly at [Your Phone Number].

Thank you for your time and assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]