

Request for Input on Training Effectiveness

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Employee Feedback on Recent Training

Dear [Manager's Name],

I hope this message finds you well. I am writing to request input from employees regarding the effectiveness of the recent training program conducted on [insert training topic] on [insert training date].

We value the feedback of our team members and believe that their insights will help us assess the impact of the training on their performance and identify areas for improvement.

Please encourage team members to provide their thoughts by answering the following questions:

1. How would you rate the overall effectiveness of the training?
2. What specific skills or knowledge did you gain from the training?
3. Do you believe the training will positively impact your work performance? Why or why not?
4. Are there any areas where the training could be improved?

We appreciate your assistance in gathering this feedback by [insert deadline]. Thank you for your support in enhancing our training initiatives.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]