

Feedback Request on Training Experience

Dear [Employee Name],

We hope this message finds you well. As part of our continuous improvement efforts, we would like to gather feedback regarding your recent training experience.

Please take a moment to reflect on the training sessions you attended and provide us with your insights. Your feedback is invaluable in helping us enhance our training programs.

Questions for Feedback:

- What were your main takeaways from the training?
- How well did the training meet your expectations?
- Were there any areas where you feel the training could be improved?
- How applicable do you find the training content to your current role?
- Any additional comments or suggestions?

Please reply by [Response Deadline Date] so we can incorporate your feedback into our future planning.

Thank you for your time and input!

Best regards,

[Your Name]

[Your Position]

[Your Company]