

# Evaluation Request After Safety Training

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. Following the completion of our recent safety training session conducted on [Insert Date of Training], we are seeking your feedback on the effectiveness of the training provided.

Your evaluation is crucial in assessing the training's impact and identifying areas for improvement. Please take a moment to provide your insights on the following:

- Content Relevance
- Trainer's Expertise
- Engagement and Interaction
- Overall Satisfaction

We would appreciate your feedback by [Insert Deadline Date] to help us enhance our future training sessions. Please feel free to respond via email or contact me directly at [Your Phone Number].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Email Address]

[Your Phone Number]