

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name]

Subject: Feedback on Completed Professional Development

Dear [Staff Member's Name],

I hope this message finds you well. I would like to take a moment to provide feedback on your recent completion of the professional development program titled "[Program Title]."

Overall, I am very impressed with your commitment to enhancing your skills and knowledge. You have demonstrated a proactive approach towards your professional growth, and your enthusiasm for learning is commendable.

Specific highlights from the program include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Your participation in group activities and discussions has not only enriched your learning experience but has also positively influenced your colleagues. It is clear that you have taken away valuable insights that will benefit our team moving forward.

I encourage you to share your experiences and learning outcomes with the rest of the team, as it could inspire others to recognize the importance of continuous professional development.

Thank you for your dedication, and I look forward to seeing how you apply what you've learned in your role.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]