

# Follow-Up on Training Attendance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the [Training Session Name] that took place on [Date]. We noticed that you were unable to attend and wanted to check in with you.

Your participation is important to us and we want to ensure that you have the opportunity to benefit from the knowledge shared during the session. If you would like, we can provide you with the training materials or arrange a one-on-one discussion to cover what was discussed.

Please let us know how we can assist you further.

Thank you, and we look forward to hearing from you soon!

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]