

# Post-Training Evaluation for External Training Workshop

Date: [Insert Date]

Dear [Participant's Name],

We hope this message finds you well. Thank you for attending the recently held external training workshop titled "[Workshop Title]" on [Workshop Date]. Your participation is greatly appreciated.

As part of our continuous improvement efforts, we would like to gather your feedback on the training session. Please take a few minutes to complete the evaluation form attached to this email. Your insights will be invaluable in enhancing future workshops.

In particular, we would like to know your thoughts on the following:

- Overall satisfaction with the workshop
- Relevance of the content
- Effectiveness of the trainers
- Suggestions for improvement

Thank you for your time and input. Please return the completed evaluation form by [Return Date]. If you have any questions or further comments, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]