

Training Effectiveness Assessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

We hope this letter finds you well. As part of our commitment to continuous improvement, we are conducting an assessment of the training programs recently completed on [insert training topic]. The objective is to evaluate the effectiveness of the training and gather feedback to enhance future sessions.

Please take a moment to reflect on the training experience and provide your insights on the following:

- Relevance of training content to your role
- Quality of instructional delivery
- Engagement and interactivity of the training
- Impact on your work performance
- Suggestions for improvement

We appreciate your participation in this assessment and your valuable feedback. Kindly return your responses by [insert due date]. Feel free to reach out if you have any questions or need assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]