

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing commitment to your professional development, we recently conducted a skill enhancement training program that you attended.

To ensure we continue to improve our training initiatives, we would greatly appreciate your feedback regarding your experience. Your insights are invaluable and will help us tailor future programs to better meet the needs of our team.

Please take a few moments to consider the following questions:

- What did you find most beneficial about the training?
- Were there any areas where you feel we could improve?
- How do you plan to apply the skills learned in your current role?
- Would you recommend this training to your colleagues? Why or why not?

Your feedback can be provided via email or through the feedback form attached. Please submit your responses by [Deadline Date]. Thank you for your time and input!

Best regards,

[Your Name]

[Your Position]

[Your Company]