

University Training Workshop Evaluation

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Dear [Participant's Name],

We hope this letter finds you well. We would like to take this opportunity to thank you for attending the recent training workshop titled "[Workshop Title]" held on [Workshop Date]. Your participation was greatly appreciated.

As part of our commitment to continuous improvement, we kindly request your feedback regarding the workshop. Please take a moment to share your thoughts on the following areas:

- Content Relevance
- Facilitator Effectiveness
- Engagement and Participation
- Overall Experience

Your insights are invaluable to us and will help enhance future workshops. Please return your evaluation by [Return Date].

Thank you once again for your participation. We look forward to hearing your feedback!

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]