

Training Program Feedback Email

Subject: Feedback on [Training Program Name] - [Completion Date]

Dear [Training Coordinator/Program Director],

Thank you for the opportunity to participate in [Training Program Name] conducted from [Start Date] to [End Date]. I am providing this feedback to help improve future program offerings.

Program Strengths:

- Content quality: [Assessment of material relevance, depth, and currency]
- Instruction: [Evaluation of trainer expertise, teaching methods, engagement]
- Resources: [Comments on materials, technology, facilities]
- Organization: [Feedback on scheduling, communication, logistics]

Areas for Enhancement:

- [Specific aspect]: [Detailed constructive criticism with examples]
- [Specific aspect]: [Suggestions for improvement]
- [Specific aspect]: [Alternative approaches to consider]

Practical Application: The training has [proven immediately useful/provided valuable concepts/requires more real-world connection]. I have already applied [specific learning] to [work situation/project].

Value Assessment: Considering time investment and cost, I rate this program [rating/description]. It met [percentage] of my initial expectations and provided [unexpected benefits/anticipated outcomes].

Recommendations: [Suggestions for curriculum updates, format changes, or additional topics].

Future participants would benefit from [specific recommendations].

I appreciate the effort invested in developing this program and hope this feedback contributes to its continued improvement.

Respectfully,

[Your Name]

[Job Title/Department]

[Organization]

[Email/Phone]

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