Asking for post-training feedback email templates

*by TalentLMS*

### Template 1: Internal training (employees)

**Email subject line:** *[Name of training course]*: Your opinion matters!

Dear *[employee name]*,

We’d really like to get your feedback on the *[name of the course]* you recently completed.

You can complete our quick survey by following this link *[link to the survey on the company’s LMS]*.

Please share your feedback by *[date]*. By doing so, you’ll help us create meaningful training courses. This is what makes our team stronger!

If you have any questions, please let me know.

Thank you in advance for your time.

I look forward to getting your feedback.

*[name]*

*[email signature]*

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### Template 2: External training (partners and customers)

**Email subject line:** *[Name of training course/webinar]*: Your opinion matters!

Dear *[partner name]*,

Thank you for attending *[name of course/webinar]*! We’d love to hear what you thought of it.

We respect your privacy, so all answers will be anonymous.

You can fill in this form *[link]* by *[date]*, it will only take you a few minutes.

Your feedback will help us deliver even more engaging training sessions in the future that add more value to you, as well.

If you have any questions, feel free to reply to this email.

Thank you in advance for your time.

I look forward to receiving your feedback.

*[name]*

*[email signature]*