| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

To: [Recipient’s Email ID]

CC: [Your Email ID]

Subject: Thank You For Organizing The Training Program At Your Company

Respected [Ms.] [Recipient’s Name],

I deeply appreciate the time you have given to train my employees at your esteemed company. From the feedback that I got from my employees, I found out that you were meticulous when explaining the concepts. In addition to this, you were always available when they needed guidance regarding the concepts. Even the hospitality that you showered on them was remarkable. Thank you for that.

My employees were very happy with the overall outcome of the training. In totality, after visiting your company for the training they have certainly had an enriching learning experience. I again express my gratitude for hosting my employees at your company and providing a fruitful training experience.

Yours truly,

[Your Name]

[Contact Number]