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

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Training Me

Dear \_\_\_\_\_\_ (Name of the Recipient)

I would like to thank you for training me on how to work on the \_\_\_\_\_ Software. As this software is new for me and I haven’t worked on it in the past, I was not well versed with it. It is only after you taught me all the specifics of the software that I can finally work with it. I am glad to have such a helpful colleague like you. I appreciate the efforts you make to help all your colleagues.

You are the most helpful employee in the office. I appreciate you for always going the extra mile to help those in need. Thank you for being so understanding and coming to my rescue whenever I have needed you. I am grateful to have you as my colleague and friend.

Sincerely,

(Signature)

Sender’s Full Name