| ***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)

As my 15- day training period has come to an end, I would like to take a moment to thank you for training me and supervising my work during. The period of training has been very insightful for me. I want to thank you for giving me the intense training and teaching me how to work on various software. As the work base of this company is different from my past organization, it would have been very difficult for me to manage work without your training. I appreciate your method of guiding. Thank you for making me learn all the new things easily. I am grateful to have such an experienced professional as my trainer.

I will start handling all the work allocated to me from tomorrow. I am hoping to imply all the skills I have learnt from you to my work. I hope I will not disappoint you. Thank you, once again. Looking forward to meeting you at the office tomorrow morning.

Sincerely,

(Signature)

Sender’s Full Name