**Suggested Post-Session Email**

**Document Type:**

Email

**Tips:**

Schedule all emails in advance of the course commencing.

**Suggested Email:**

Dear Colleague,

Many thanks for joining today's session. Please can you take a moment to complete the Feedback Form at: Insert Link

You can access all materials from this session at: Insert Link

If you have any questions or need any support in accessing materials, please let me know. Looking forward to seeing everyone next week.

Best regards,