**Suggested Post-Course Email**

**Document Type:**

Email

**Tips:**

Schedule all emails in advance of the course commencing.

**Suggested Email:**

Dear Colleague,

Many thanks for your participation and input over the last 6 sessions of Adult Literacy Awareness Training. We hope that you have lots of food for thought and practical tools to bring to your future practice.

You can access all materials from our six sessions at: Insert Link

We are always striving to improve our delivery. If you have not already had the opportunity to do so, please can you take a few minutes to complete our Course Evaluation at: Insert Link

If you have any queries regarding literacy-accessibility, support, or referral pathways for either yourself or individuals close to you, please let me know. I look forward to speaking with you soon.

Best regards,