

Email-Based Compliance Questionnaire

Employee Training Record

Full Name

Email Address

Department

Training Course Title

Date of Training

YYYY-MM-DD

1. Training Completion

- ☐ Yes, I completed this training.
- ☐ No, I have not completed this training.

2. Understanding of Training Content

- ☐ I understood all of the training content.
- ☐ I understood most of the content.
- ☐ I understood some parts.
- ☐ I did not understand the content.

If any, specify topics that need clarification

3. Policy Acknowledgement

☐ I acknowledge that I have read and understood the company's compliance policies as discussed in the training.

4. Additional Comments or Suggestions

Comments

Important Notes

- This questionnaire is typically shared via email to confirm employee participation in mandatory training sessions.
- Responses are used for compliance documentation and audit purposes.
- Employees should answer honestly; any lack of understanding can be addressed with further training.
- Completed forms should be returned to the compliance or HR department as instructed.
- Retain a copy for your records.