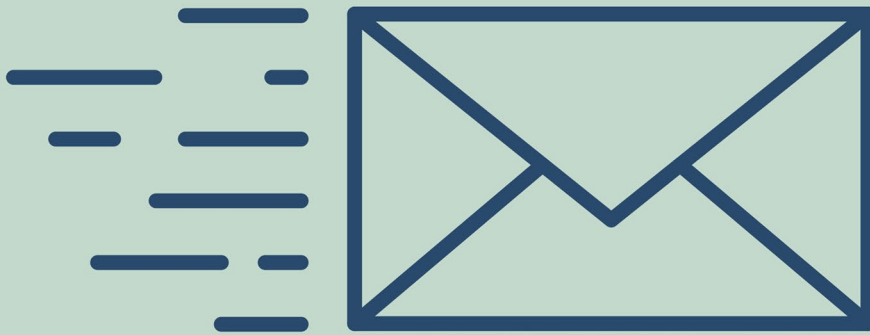


# Student Emails Template Pack



send

click here to send



# Save Time with our Student Email Templates!

If there's one thing we hear time and time again, it's that training companies send loads of emails! There are lots of touchpoints you need to hit with your students as they move through their customer journey with you. Multiply all those emails by all the students you have on all your different courses and that adds up to hundreds of emails!

Think how much time you're wasting creating and sending all those emails? We're here to make your life a little easier, with our Student Emails Template Pack, which includes seven of the most common emails a training company will send to their students.

# Student Emails Template Pack

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## How to Use This Pack!

In this pack we've provided what we think are the seven most common emails you'll be sending as a training company!

We've filled out as much of the content as possible, leaving the areas that need to be filled in and personalised by you in brackets. Here's an example so you can see what we mean:

---

*We just wanted to get in touch and say thank you again for completing your (name of course) training course with (training company name).*

---

Simply copy and paste our templated emails, and fill out the missing information to have a complete, personalised email in seconds.

If you use something like mail merge to personalise your emails currently, remember to format these areas so they will work correctly with your chosen system!

We've also included areas which you can add your own links to, in order to give your students access to things like resources or specific areas of your website! These are styled like normal hyperlinks (blue and underlined), so you can simply insert your own link as a hyperlink, and you're ready to go! Here's another example:

---

*Simply [click this link](#) to be taken to our (survey/evaluation form) and let us know your feedback!*

---

You can also include any attachments that you need to, such as assessment certificates or invoices, when you get to the sending stage.

Finally, you can remove any sections that don't apply to you, or rearrange the send order of these emails - whatever works for your training company!

# Email 1 – Thank You for Registering

Hello (*first name*) and thank you registering a place on our (*name of course*) training course.

Please find your confirmation details below and your invoice attached to this email. If you notice anything is wrong and need to make any changes, please get in touch with us ASAP.

- Order number – (*order number*)
- Course – (*name of course*)
- Course start date – (*start date*)
- Class duration - (*class duration*)
- Class location - (*class location*)
- Invoice total – (*invoice total*)

Get started right away by:

1. Exploring the attached 'Getting Started' guide
2. [Formulating your study plan](#)
3. [Reading your candidate handbook](#)
4. [Visiting our Support Centre](#)
5. [Getting a head start on reading your class materials](#)

Your path to success starts here!

Thank you again for choosing (*training company name*) to complete your training with, and please get in touch if you have any questions!

Thanks,

(*name of Training Administrator*)

## Email 2 – Your (course name) Start-Up Kit

Hi (*first name*),

You're due to start training with us on (*start date*) and we wanted to make sure you are ready and organised to attend your first session.

Please find attached your class schedule, as well as details of any materials you will need to bring with you.

- Class – (*name of course*)
- Class start date – (*start date*)
- Class location - (*class location*)
- Class tutor - (*name of tutor*)

Please bring the following things with you to ensure you are prepared for this class:

- *Example class material 1*
- *Example class material 2*
- *Example class material 3*

Also note the following quick pointers to get you started in your journey:

### Stay Connected

Now is an excellent time to get connected to (*training company name*) via [Facebook](#), [Twitter](#), [LinkedIn](#), [Google +](#), [Instagram](#), and [YouTube](#) (*delete or add as needed*). Join us today so you can be sure to keep up-to-date on the latest events, industry news, and exam tips, while also connecting to and networking with other professionals.

### Feel Supported

Don't forget that (*training company name*) is here to support you on your journey. If you have any concerns or queries, please don't hesitate to contact us or send an email to (*support email*).

Thank you again for choosing (*training company name*) to complete your training with, and please get in touch if you have any questions!

Thanks,

(*name of Training Administrator*)

Email 3 - Get Ready for Your Class with (training company name)

## Email 3 – Get Ready for Your Class with (training company name)

Hello (*first name*),

In order to fully prepare for your upcoming (*name of course*) training, please see all the details of your class below, including all your sessions, information about your instructors, assessment dates, and any required reading/assignments you will need complete before each session:

- *Example class information*
- *Example class information*
- *Example class information*

If you have any questions, please contact your tutor, who will be happy to help you!

(*Tutor name*), (*Tutor email address*)

Email 4 - We Need Your Feedback on (name of course)

## Email 4 – We Need Your Feedback on (name of course)

Hello (*first name*) and thank you for attending your (*name of course*) training course with (*training company name*).

Now that you are advancing through your course, we would love it if you could take a couple of minutes to give us some feedback on your experience!

Simply [click this link](#) to be taken to our (*survey/evaluation form*) and let us know your feedback!

Thanks very much!

(*name of Training Administrator*)



## Email 5 – Time to Think About Your Exam! - **If course is attached to an exam.**

Hi (*first name*),

Congratulations on reaching the end of your classes. Now that you have achieved a significant milestone on your journey, it's time to give major focus to your end goal of sitting and passing the (*name of course*) exam.

To support you at this important time, we've prepared some helpful tips. Read on for a stress-free run-up to your exams.

### Get Familiar with the Exam

The (*name of course*) examination is explained thoroughly through the [following link](#). Please take the time to go over it in detail.

### Review, Review...and Review!

Now is the time to go over all of your lectures and practice material. Remember, you can never review enough, and the more familiar you are with the material and what lies ahead, the greater your chances of passing.

### Plan Well

Ideally you need to fit in (*x number*) of study hours before you sit your first exam. To ensure you make the most of your available time, you need to plan with regimental precision. Make sure you have a study plan prepared that devotes plenty of time to all the elements, especially your weak areas.

### Take Advantage of Time

Beyond your structured study plan, make use of what would otherwise be spare moments and find ways to insert study periods into your day – it could be over lunch, just before bed, or while standing in line at the bank – be creative in how you manage your time.

### Pace Yourself

It's important to make sure you get enough sleep and rest, but it's

Email 5 - Time to Think About Your Exam!

also important to keep at your studies. In other words, don't do anything to excess, but instead approach your study plan and your sleeping habits with equal measure.

## Break it Down

Breaking down the subject matter into bite-size chunks is the best way to absorb information. If you find a particular topic overwhelming, divide it into subtopics that are manageable - this way you will learn more efficiently and with greater retention.

## Keep Going

Don't give up. Yes, it might feel challenging at times, but focus on your end goal and keep going. If at times you feel overwhelmed, take a break and switch off for a while, or reach out to your peers for some mutual support.

Good luck with your preparation!

*(name of Training Administrator)*

## Email 6 – Your Results and Certificate

Dear *(first name)*,

Congratulations on completing your *(name of course)* training course with *(training company name)*.

Attached is your completion certificate for you to use as a record of completing this training.

Please find below a breakdown of your attendance and assessment scores during your time with us.

<b>Attendance</b>	<b>Score</b>	<b>Result</b>	<b>Notes from Instructor</b>
80%	75%	Pass	

If you need any further details on your training course, please don't hesitate to get in touch with us!

Thank you and well done!

*(name of Training Administrator)*

## Email 7 – Thank You for Attending

Hello (*first name*),

We just wanted to get in touch and say thank you again for completing your (*name of course*) training course with (*training company name*).

As you completed (*name of course*) training course, we thought you may be interested in some of our related courses which we have coming up!

- *Upcoming related courses.*
- *Upcoming related courses.*
- *Upcoming related courses.*

Please take a look at our [full upcoming courses list](#) to see if there is anything which may be of interest to you! (*Can include discount for returning students*).

If you need any help, or are looking to complete further training with us, please get in touch! We hope to see you again soon.

Thanks,

(*name of Training Administrator*)

# Interested in Administrate?

Are you interested in trying out Administrate's amazing training management system?

Administrate is made for training providers and can help you keep track of all your important documents and data, help you save loads of admin time, increase your course bookings, and deliver exceptional eLearning!

If you're interested in seeing how Administrate could work specifically for you, why not [book a personalised demo](#) with one of our team?

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