

Request for Employee Feedback

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing performance evaluation process, we are seeking your valuable feedback regarding [Employee's Name], who has been working in the role of [Employee's Position] since [Start Date]. Your insights will be instrumental in helping us understand their contributions and areas for improvement.

Please take a moment to share your thoughts on the following aspects:

- Job performance and productivity
- Team collaboration and communication skills
- Strengths and areas for development
- Overall contributions to the team

Your feedback should be submitted by [Deadline Date] to allow us to compile the information in time for the evaluation process.

Thank you for your time and support in this matter. Your input is greatly appreciated.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]