

Request for Employee Feedback on Policy Review

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing efforts to ensure our policies reflect the needs and values of our team, we are conducting a review of [specific policy or set of policies]. Your insights and experiences are invaluable to us.

We kindly ask you to provide your feedback on the following:

- What do you feel are the strengths of the current policy?
- What areas do you believe need improvement?
- Any additional comments or suggestions you may have?

Please send your feedback by [specific deadline]. Your input will play a crucial role in shaping our policies moving forward.

Thank you for your attention and contribution to this important process.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]