Employee Feedback Request

Dear [Employee's Name],

As part of our continuous improvement efforts, we are seeking your valuable feedback regarding the recently completed [Project Name]. Your insights are crucial in helping us understand what worked well and what can be improved in future projects.

Please take a moment to reflect on the following questions:

- What aspects of the project do you feel were successful?
- What challenges did you encounter during the project?
- What suggestions do you have for future projects?

We appreciate your input and encourage you to provide honest feedback. Please reply by [Deadline Date] to ensure your thoughts are considered in our review process.

Thank you for your contribution!

Best regards,

[Your Name]
[Your Job Title]
[Your Company]