Employee Feedback Request

Dear [Employee's Name],

I hope this message finds you well. As we approach the evaluation phase of the [Project Name], we would greatly appreciate your feedback on both your experiences and the overall project execution.

Your insights are invaluable in helping us understand the strengths and areas for improvement. Please take a moment to reflect on the following questions:

- What do you believe went well during the project?
- What challenges did you encounter, and how did you address them?
- Do you have any suggestions for future projects?

We would love to hear your thoughts by [Deadline Date]. Your feedback will play a crucial role in our continuous improvement efforts.

Thank you for your contributions to the team and the project!

Best regards,
[Your Name]
[Your Position]
[Your Company]