

# Feedback Request

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing efforts to improve our workplace environment and processes, we would like to gather feedback from our valued employees.

Your insights and experiences are incredibly important to us, and we would appreciate it if you could take a few moments to share your thoughts on the following:

- What do you enjoy most about working here?
- What challenges have you faced in your role?
- Do you have any suggestions for improvement?

Please feel free to respond to this email or schedule a time to chat if you prefer a face-to-face discussion. Your feedback will remain confidential and will be used solely for the purpose of enhancing our workplace.

Thank you for your time and contributions to our team!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]