

# Onboarding Process Evaluation Request

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to continuously improve our onboarding process, we would like to invite you to share your thoughts and feedback regarding your recent experience.

Your insights will be invaluable in helping us understand what worked well and areas where we can enhance the program. Please consider addressing the following questions:

- How would you rate the overall onboarding experience?
- What aspects did you find most helpful?
- Were there any challenges you encountered?
- Do you have any suggestions for improvement?

We appreciate your time and input. Please reply to this email with your feedback by [due date]. Your responses will be kept confidential.

Thank you for your cooperation!

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