

# Annual Feedback Engagement

Dear [Employee Name],

As we approach the end of the year, we would like to take this opportunity to reflect on your contributions and achievements over the past year. Your hard work and dedication have not gone unnoticed, and we appreciate the effort you put into your role.

We invite you to participate in our annual feedback engagement process. This is a chance for you to share your thoughts, insights, and any suggestions on how we can continue to improve as a team.

Please find the attached feedback form, which we encourage you to complete by [deadline date]. Your feedback is invaluable to us and will help shape our future direction.

Thank you once again for your commitment to excellence. We look forward to hearing your perspectives.

Sincerely,

[Your Name]

[Your Title]

[Company Name]