

# Team Performance Feedback Gathering

Dear Team,

I hope this message finds you well. As part of our continuous improvement efforts, we are planning to gather feedback on our team's performance over the past quarter.

Your insights are invaluable for understanding our strengths and areas for enhancement. We aim to create an open forum where everyone feels comfortable sharing their thoughts and constructive feedback.

Details of the Feedback Session:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location] / Virtual Meeting Link: [Insert Link]

Please come prepared with your observations and suggestions. Together, we can work on building a stronger, more effective team.

Thank you, and I look forward to our discussion.

Best Regards,

[Your Name]

[Your Position]