

# Dear [Employee's Name],

As part of our continuous improvement process, we value your feedback regarding the performance of your co-workers and the overall team dynamics. Your insights are crucial for our collective growth and development.

Please take a moment to provide your feedback on the following aspects:

- Collaboration and teamwork
- Communication skills
- Problem-solving abilities
- Adherence to deadlines and quality of work

Your responses will remain confidential and will be used to foster a productive work environment.

Thank you for your valuable input!

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