

Subject: Request for Employee Feedback on Policy Review

Dear [Employee's Name],

We value your input and would like to invite you to provide feedback on our current policies as part of our upcoming review process. Your insights and experiences are crucial in helping us identify areas for improvement.

Please take a moment to consider the following questions:

- What aspects of the current policies do you find beneficial?
- Are there any policies or procedures that you believe require revision?
- Do you have suggestions for new policies that would enhance our workplace environment?

We appreciate your honesty and encourage you to share any additional comments or thoughts. Please send your feedback by [specific date] to ensure it is considered during the review.

Thank you for your valuable contributions to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]