

# Employee Feedback Request

Dear [Employee's Name],

I hope this message finds you well. As we strive to enhance our team collaboration and overall performance, your feedback is invaluable to us.

I would appreciate it if you could take a few moments to share your thoughts on the following:

- How do you perceive the current communication within the team?
- What suggestions do you have for improving collaboration among team members?
- Are there any tools or resources you think could help us work more effectively together?

Your insights will play a crucial role in fostering a more cohesive work environment. Please feel free to respond by [specific deadline] so we can address any concerns promptly.

Thank you for your time and contribution!

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