

# Workplace Culture Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to fostering a positive workplace culture, we are conducting a comprehensive evaluation of our current environment. Your input is crucial in shaping the future of our workplace.

Please take a moment to reflect on the following aspects:

- Communication
- Team Collaboration
- Diversity and Inclusion
- Employee Recognition
- Work-Life Balance

We would appreciate your honest feedback through the attached survey link: [Insert Survey Link]. All responses will be confidential and will be used solely for the purpose of improving our workplace culture.

Thank you for your participation and your ongoing contribution to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]