

Feedback Request

Dear [Recipient's Name],

I hope this message finds you well. As we approach the review of our annual performance bonus process, I would like to gather your valuable feedback to ensure that we continue to improve and meet the expectations of all team members.

Specifically, we are interested in your thoughts regarding:

- The clarity of the criteria used for determining bonuses
- Your level of satisfaction with the communication around the process
- Any suggestions for improvement in future cycles

Please take a few moments to share your insights by replying to this email by [insert deadline]. Your input is crucial to refining our practices and ensuring a fair process for everyone.

Thank you for your time and feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]