

# Annual Review Feedback Request

Dear [Employee Name],

As part of our annual review process, we would like to gather your valuable feedback. Your insights are essential to help us improve our processes and ensure that we are providing the best working environment for our team.

## **Please consider the following questions:**

1. What do you think worked well this past year?
2. What challenges did you face, and how can we assist you better?
3. What are your goals for the upcoming year?
4. Do you have any suggestions for improving our team dynamics?

Please submit your feedback by [insert deadline]. We appreciate your time and thoughts.

Thank you,

[Your Name]

[Your Position]

[Your Company]