

Project Suggestion Assessment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Assessment of Your Project Suggestion

Dear [Employee's Name],

Thank you for your recent submission regarding the project suggestion titled "[Project Title]." We appreciate the time and effort you put into developing your idea.

After a thorough review by the assessment committee, we are pleased to provide the following feedback:

Assessment Summary

- **Feasibility:** [Assessment of feasibility]
- **Impact:** [Assessment of potential impact]
- **Resources Required:** [Assessment of resources]
- **Next Steps:** [Next steps if applicable]

We encourage you to continue developing your ideas and bringing innovation to our team. Please feel free to reach out if you have any questions or would like to discuss this assessment further.

Thank you again for your valuable contribution.

Sincerely,

[Your Name]

[Your Position]

[Company Name]