

Employee Suggestion Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Feedback on Your Suggestion

Dear [Employee Name],

Thank you for your recent suggestion regarding [briefly describe the suggestion]. We appreciate your proactive approach and commitment to improving our workplace.

After reviewing your suggestion, we believe that [provide feedback about the suggestion-- whether it's accepted, needs modifications, or cannot be implemented at this time].

We value your input and encourage you to continue sharing your ideas with us. Your perspective is essential in helping us create a better environment for everyone.

Thank you once again for your suggestion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]