

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

Subject: Feedback on Lunch Break Policy

I hope this message finds you well. I am writing to gather your feedback regarding the recent changes to our lunch break policy. Your insights are invaluable in ensuring that our workplace remains productive and supportive.

Please take a moment to share your thoughts on the following:

1. How do you feel about the duration of the lunch break?
2. Do you believe the break timing is suitable for your workload?
3. Are there any suggestions you have for improving the lunch break experience?

Your feedback will be instrumental in making any necessary adjustments.

Thank you for your attention to this matter, and I look forward to hearing your thoughts.

Best regards,

[Your Name]
[Your Position]