

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I would like to take a moment to share my feedback regarding the recent lunch break initiative.

Firstly, I appreciate the effort that was put into organizing a designated lunch break, as it has positively impacted our team's morale and productivity. The opportunity to unwind and recharge during this time has been invaluable.

However, I also noticed a few areas that could be improved. [Insert specific observations or suggestions for improvement, e.g., "Perhaps we could increase the duration of the break" or "Offering a variety of meal options could enhance the experience."]

I believe that implementing these suggestions could further enhance our lunch break experience, making it even more beneficial for the team.

Thank you for considering my feedback. I look forward to discussing this further.

Sincerely,

[Your Name]

[Your Contact Information]