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**MEMO Template**

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| **To** | All StarTech Innovations Employees |
| **From** | Samantha Clark, HR Manager |
| **Date** | October 26, 2083 |
| **Subject** | Annual Employee Feedback Survey |

**Dear Team,**

As part of our ongoing commitment to improving the workplace environment and ensuring that StarTech Innovations remains a top-tier company to work for, we will be conducting our Annual Employee Feedback Survey starting November 1, 2083.

**Key Points:**

* The survey will be open from November 1 to November 15, 2083.
* Please be assured that all responses will remain anonymous. We value your honest feedback.
* The survey link will be sent to your official email addresses. It can be completed on any device.
* All participants will be entered into a draw for a chance to win one of three $50 gift cards.

Your feedback is crucial in guiding the changes and improvements we implement at StarTech Innovations. We strongly encourage all employees to participate and share their insights and suggestions.

Thank you in advance for your time and input.

**Best regards,**

Samantha Clark

HR Manager

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