

Sent on behalf of PARTICIPANT NAME

Hi RATER NAME

360 Degree Feedback Invitation

This is to let you know that I am participating in a 360 degree feedback exercise which will help my leadership development and in turn improve performance at COMPANY NAME.

This exercise involves feedback about how my co-workers, colleagues and managers perceive me at work. As someone who I work with, I would like to invite you to be a part of my feedback team. To participate in the process, you simply complete an online questionnaire which will take approximately 10 minutes of your time.

All I ask is for you to be honest in your responses, giving comment where you see fit. All responses will then be processed by our independent partner, The McQuaig Institute. They will prepare a final feedback report which will maintain the confidentiality and anonymity of all the responses, except that of my manager.

You will receive an email from The McQuaig Institute which will include all instructions about taking the questionnaire, with contact details for further assistance.

Please inform me by return email if you are unable to be part of this feedback process.

Thank you in advance for being part of my feedback team.

PARTICIPANT NAME