

Good morning/afternoon,

I would appreciate your feedback and assistance please.

I am committed to continuing to improve my professional development and as such, I am currently undertaking a feedback exercise.

A significant part of the process includes having others **complete a short survey about me, as they see me in my working role**. So, I thought it would be valuable to include you as your contribution is very important to me. I’m inviting people who can provide me with quality feedback that is constructive, honest, and relevant.

This is an investment on my part, and **I would very much appreciate you taking a few minutes to fill out the survey through the link below**. Could you please complete this as soon as possible and by DATE at the latest.

Please copy and paste the below link into your web browser and follow the instructions:

INSERT OBSERVER LINK

Just to let you know, **your answers to the individual questions are not revealed to me**. I will get charts that plots the overall perceptions of all observers with no names attached. Also, any comments provided are unidentifiable to the person who provided them – this is to encourage you to be open and honest with your responses.

I respect your opinion and appreciate your input. So please be as candid and sincere as possible - answer to the best of your ability. I appreciate your time. Please complete this observer questionnaire at your earliest opportunity.

Thank you in advance.

YOUR SIGN OFF HERE

Copy the below text into an email and edit as needed.

Inviting Observers Email Template