# 360 feedback request email

Send requests two to three weeks before review conversations, with a 7 to 10 day response window. Send one reminder three days before the deadline, only to people who haven't responded.

### FROM HR (CONFIDENTIAL PROCESS)

**Subject: Feedback request: [Employee Name], due [Due Date]**

Hi [First Name],

[Employee Name] has named you as someone who works closely with them, and we'd value your feedback as part of their [Review Period] development review.

The form takes about [Time Estimate]: [Form Link]

How your feedback is used:

- Responses are combined with at least [Minimum Raters] others and shared with [Employee Name] and their manager as a summary. Your name is not attached to your answers.
- Written comments are shared word for word, so avoid details that would identify you if you want to stay anonymous.
- The feedback is for development. [State whether it is also used in ratings or pay decisions.]

The most useful comments describe something specific you saw and its effect. Please respond by [Due Date].

Thanks,
[Your Name]
[Title], [Company]

### FROM THE EMPLOYEE

**Subject: Would you give me some feedback by [Due Date]?**

Hi [First Name],

We've worked together a lot on [Project or Area] this year, and I'd really value your honest view on how I'm doing. It's part of my 360 review and should take about [Time Estimate].

Here's the form: [Form Link]

I'm especially interested in [Focus Area, e.g. how I run handoffs between shifts]. Your answers are anonymous unless you choose to sign them.

If you can get to it by [Due Date], that would be great. And if you're swamped, no hard feelings, just let me know.

Thanks,
[Employee Name]

## FROM A MANAGER TO DIRECT REPORTS

**Subject: Your feedback on my leadership, anonymous, by [Due Date]**

Hi team,

I've asked HR to run a 360 review on me this quarter, and your view as people I manage matters most. The survey is here: [Form Link]. It takes about [Time Estimate].

HR collects the answers and only shares a combined summary with me once at least [Minimum Raters] of you have responded. I won't see who said what.

Please be direct. I'd rather hear it in this survey than not at all. I'll share what I learned and what I plan to change at our team meeting on [Follow-Up Date].

[Manager Name]

## REMINDER

**Subject: Reminder: feedback for [Employee Name] due [Due Date]**

Hi [First Name],

A quick reminder that feedback for [Employee Name] is due [Due Date]: [Form Link].

Even two or three specific comments are useful. If you don't feel you've worked with them enough to comment, reply and let me know so we can ask someone else.

Thanks,
[Your Name]

## SUBJECT LINE IDEAS

- Feedback request: [Employee Name], due [Due Date]
- Would you give me some feedback?
- 15 minutes to help [Employee Name] grow
- Your input for [Employee Name]'s 360 review
- Anonymous feedback on my leadership
- Reminder: feedback for [Employee Name] due [Due Date]
- Peer feedback request for [Review Period]

## SMS / WHATSAPP VERSION

Hi [First Name], [Company] HR here. [Employee Name] asked for your feedback as part of their 360 review. Takes about [Time Estimate], answers are combined and anonymous: [Form Link]. Due [Due Date].

Placeholders to replace: [First Name], [Employee Name], [Manager Name], [Review Period], [Due Date], [Form Link], [Time Estimate], [Minimum Raters], [Project or Area], [Focus Area], [Follow-Up Date], [Your Name], [Title], [Company]