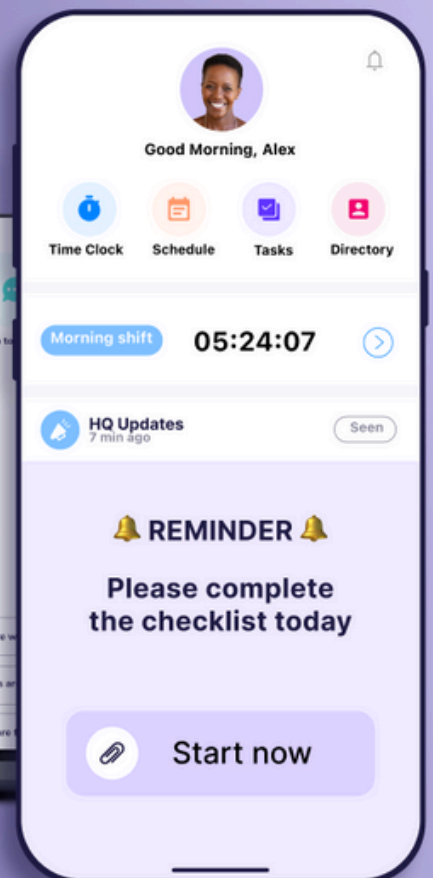
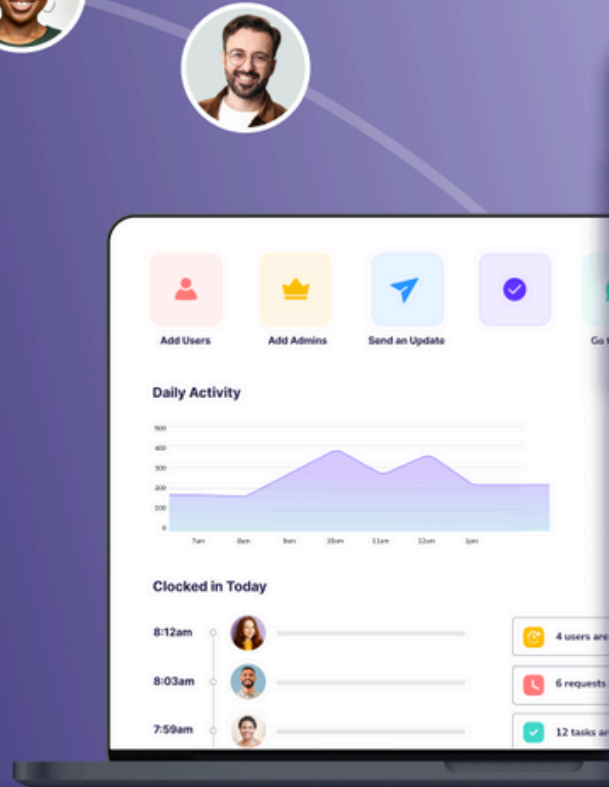


Suggestion Box Form Template

Use our suggestion box form template as a starting point to customize yours to fit your business.



Suggestion Box Form Template

Employee Name: _____

Department: _____

Date: _____

Suggestion Details

1. Suggestion Category: (Select one)

- ☐ Process Improvement
- ☐ Workplace Safety
- ☐ Employee Wellness
- ☐ Company Culture
- ☐ Cost-saving Ideas
- ☐ Other (please specify) _____

2. Description of Suggestion:

[Text box for employee to provide a detailed description of the suggestion]

3. Potential Benefits:

[Text box for employee to describe the potential benefits and impact of their suggestion]

4. Implementation Plan:

[Text box for the HR team to outline the steps required for implementing the suggestion]

5. Anonymous Submission:

☐ Yes ☐ No

[Note: If employees wish to submit their suggestion anonymously, provide an option to do so]

6. Contact Information:

[Text box for employees who want to be contacted for further discussion or follow-up]