

# 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]