**Employee Suggestion Form**

***We wan to hear your voice!*** We encourage all employees with suggestions to share them with the company.A suggestion is an idea that will benefit the organization by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making the organization a better or safer place to work**.**

Employee name: Position:

Department: Date submitted:

Description of the problem or condition to be improved:

Explanation of the proposed solution or improvement:

Reasons why it should be implemented:

Employee’s signature: Date:

Date received: Date of reply: