Communication is key to the success of your survey. These communication templates are intended to be used by email to generate interest and excitement for your upcoming survey. Feel free to brand and customize the wording of these templates to match your internal voice. All information in ***italics*** will need to be updated before communications are sent.

# Announcement to Managers/Leaders

## Audience: Executive Sponsor to Managers/Leaders

In the spirit of continuous improvement, we’re conducting ***a/an (survey name)*** survey on ***(date or if a new hire survey, enter the number of days/anniversary*)**. We’re using a third-party platform, People Element, to collect your feedback.

Participation from you and your team is invaluable as the results will be utilized to:

* Make this a better place to work
* Identify what drives people to be engaged
* Identify what we do well and what can be improved
* Develop our company

Strong participation allows us to hear the collective voice of our workforce and take targeted action. A company wide announcement will be coming soon, so if you have questions before hand, please let me know. We encourage you to discuss the upcoming survey in your team meetings to ensure awareness.

Thank you in advance for communicating the value to your team.

# Company Announcement

## Audience: Executive Sponsor to Employees

In the spirit of continuous improvement, we’re conducting ***a/an (survey name****)* survey on ***(date or if a new hire survey, enter the number of days/anniversary*)**. We’re using a third-party platform, People Element, to collect your feedback.

Participation from you and your team is invaluable as the results will be utilized to:

* Make this a better place to work
* Identify what drives people to be engaged
* Identify what we do well and what can be improved
* Develop our company

Your involvement allows us the opportunity to hear the collective voice of our workforce and take targeted action. Please make sure your contact info is up to date with HR so you receive your invitation.

We thank you in advance for helping make this a better place to work.

# Participation Reminders

## Audience: Executive Sponsor to Employees

I’d like to remind everyone that we’re currently conducting ***a/an (survey name)*** survey. If you haven’t already completed your survey, please take a few minutes to do so before data collection closes on ***(date)***. If you didn’t receive your ***(email, SMS (text message), phone call)*** to complete your survey, please send an email to ***(survey administrator email)***.

Thank you in advance for your involvement and for helping to make this a better place to work.

# Post Survey Thank You

## Audience: Executive Sponsor to Employees

Our ***(survey name)*** survey is now closed. I’d like to personally thank everyone who took the time to provide feedback.

The ***(leadership team)*** will review the feedback that was provided, decide upon actions to be taken, and will communicate those in approximately ***(2-4)*** weeks. Your feedback is invaluable and will be used make improvements, as needed.

# Survey Results Communication

## Audience: Executive Sponsor to Employees

As you know, we recently conducted our ***(survey type)*** survey. The ***(leadership team)*** met to review a high-level summary of the survey results and I’d like to update you on what we’ve learned.

Your feedback helped us understand what we do well and what we want to continue doing. We have a lot to celebrate! Below are a few areas of strength highlighted through your feedback:

* [Insert a top high score/strength]
* [Insert a top high score/strength]
* [Insert a top high score/strength]

While it’s great to see areas of strength, we’re also thankful to have areas of opportunity highlighted through your feedback. Below are a few areas we will target to improve in the coming year:

* [Insert a focus area for action]
* [Insert a focus area for action]
* [Insert a focus area for action]

Leadership truly values you. The feedback you’ve provided helps us continue our ongoing efforts to improve our company. I’d like to personally thank you for taking the time to help us better understand our strengths and opportunities. As we work to take action, we’ll keep you updated on our progress.

Thank you for all that you do,

If you need additional help, please reach out to your People Element contact.