**Senior Leader Survey Announcement:** This email will go out to all survey participants 1 week ahead of survey launch to notify everyone and make sure they are aware that this survey is happening.

To: All Employees

From: Top Leader (e.g. CEO)

Subject: Upcoming employee survey

During the coming weeks, we will be conducting a company-wide employee survey. We are conducting this survey in order to get a better understanding of employee morale, satisfaction, and engagement at \***Company Name\***. Your opinions are important to us, and this survey is your chance to express those opinions.

We will use the survey results for three purposes:

* To recognize areas of strength and weakness
* To improve our policies/process and make them more effective
* To begin rebuilding trust in areas that have demotivated people, compromised customer satisfaction, or diminished performance.

The survey is being managed by an independent survey company. This outside company will host the survey on the Internet and collect your responses online. All responses will remain strictly anonymous. We will not be able to trace individual responses back to you. Management will only see combined data for groups of 4 or more respondents. Please be thoughtful, honest, and candid when you complete the survey.

Once the data are in on **2/8/22**, we will share the results with the entire organization so you can see for yourself how we are doing. In the months that follow the survey, HR and management will meet with groups to discuss plans to improve our culture and performance and address any problem areas.

The survey results will be acted upon. Policies that need changing will be changed. Leaders who lack skills will be coached. Leaders who create excellence will be recognized. The amount of communication, upward and downward, will increase. Overall, \***Company Name\*** will be a better place to work.

We would like to get 100% participation in order to ensure that each and every employee's voice is heard. When you receive the survey request Next Week, please give it your prompt attention.

Thank you for devoting your time and providing candid input.

Sincerely,

[Company Leader]

**Survey Invitation Email:**

From (Name): Employee Survey

From (Email): Survey@trustedge.com

Subject: Employee survey instructions

You should have recently received an email about an upcoming employee survey at your company. A link to this survey is included below.

Please be assured that your responses are anonymous. The survey is being conducted by Trust Edge Leadership Institute, an independent survey company. Nobody in your company will be able to view individual responses to the survey. Combined results will only be available for groups of four or more employees.

Please be as honest and candid as possible when filling out the survey. This will help your company’s leaders get a clear and accurate picture of employee engagement, and it will help them identify and address any problem areas.

The survey will take less than ten minutes to complete, although you may choose to spend additional time providing written comments at the end.

Please complete the survey no later than [DATE] 🡨 Decided date.

To begin the survey, please click on the link below.

::URL:: 🡨This will be autofilled with their specific link to the assessment

If you have any concerns about the anonymity of your responses or if you have any technical problems, please feel free to contact us directly via email (info@trustedge.com) or by phone (+1 651-340-6555)

Thank you for your participation.

**Participation Update email ideas to Leader**

Email Option 1: (TELI samples)

Good morning! I just sent out another reminder email to those who have yet to complete the survey.

As of this morning, 246 out of 468 have completed the survey for a percentage of 53%.

It can be helpful to send another email from your end as well to encourage people to complete it. I realize you don't know who hasn't but you could simply state, "To those of you who have completed the survey, thank you! To those of you who haven't as of yet, please complete the survey to help us in our efforts to create a highly trusted work environment."

It's not necessary to do that from your end but it can make a difference.

Thank you, Please let me know if you have any questions!

Email Option 2:

Good morning,

I just sent out another reminder with a note that said the link will be good until Tuesday night at midnight.

As of the writing of this email there are 303 out of 468 possible surveys completed for a rate of 65%.

I will send a final reminder on Tuesday morning for those who have yet to complete it.

Email Option 3:

Good morning,

As of the writing of this email 325 out of 468 participants have completed the survey for a 69% completion rate. This compares to 361 out of 458 and a 79% completion rate in 2017.

Again, the survey will be closed tomorrow night at midnight. I just sent out another reminder email and will do so again tomorrow morning.

Thank you, Please let me know if you have any questions.

Email Option 4:

Good Morning,   
As of the writing of this email 343 of a possible 468 have completed the survey for a 73% completion rate.

The final reminder email has been sent and the survey will close at midnight tonight.

Tomorrow morning I will send you the final survey completion numbers. I will then begin to review the results and by the end of the day on Friday I will provide you with a "first look" and basic overview of the results. That will be followed by a deeper dive into the information on my part to have full reports ready for you in early November.

Thank you! As always, please let me know if you have any questions.

Leader,

Here are the final results of the survey completion:

361 out of 468 respondents completed the survey for a 77% completion rate.

People no longer have access to the survey. As I mentioned in my email yesterday, I will put together a brief summary of the results and have that for you by the end of the day on Friday.

Thank you, Leader! Please let me know if you have any questions!

**Reminder emails to Participants –** Usually the same email every reminder

You should have recently received an email about an upcoming employee survey at your company. A link to this survey is included below.

You are receiving this email because you either have not started the survey, you have started but not completed your survey or you forgot to press submit on your survey.

Please be assured that your responses are anonymous. The survey is being conducted by Trust Edge Leadership Institute, an independent survey company. Nobody in your company will be able to view individual responses to the survey. Combined results will only be available for groups of four or more employees.

This will help your company’s leaders get a clear and accurate picture of trust in the organization, and it will help them identify and address any gaps of trust.

The survey will take less than ten minutes to complete, although you may choose to spend additional time providing written comments at the end.

Please complete the survey no later than July 31st.

To begin the survey, please click on the link below.

::URL::

If you have any concerns about the anonymity of your responses or if you have any technical problems, please feel free to contact us directly via email ([gabe@trustedge.com](mailto:gabe@trustedge.com)) or by phone at 651-340-6555.