

# Communication Templates for Employee Experience Surveys



Customize these templates  
to fit your organization's tone  
and specific survey objectives.

Great Place To Work®



## It's all about transparency.

Communicating with employees about Employee Surveys is crucial for fostering a transparent and inclusive workplace culture.

When employees understand the purpose and significance of these surveys, they are more likely to participate honestly and thoughtfully, providing valuable insights into their experiences and perceptions. This open communication helps build trust, demonstrating that the organization values their input and is committed to making improvements based on their feedback.

### 01 Survey Announcement Email

**Subject:** Your Feedback Matters: Participate in Our Employee Survey!

**Body:** Dear [Employee Name],

We are excited to announce that our annual employee survey is now open, and we want to hear from you! Your feedback plays a vital role in shaping our workplace culture and improving employee experience.

The survey covers various aspects of your job, including satisfaction levels, communication channels, professional development opportunities, and more. Your responses will help us identify strengths, areas for improvement, and priorities for the future.

On [DATE] you will be receiving an email from the survey system, inviting you to participate. Simply click on the survey link that will be provided and it should only take about 10 minutes to complete, and your responses will remain confidential.

Thank you in advance for your valuable input!



## 02 Survey Reminder Email

**Subject:** Last Chance to Share Your Feedback!

**Body:** Dear [Employee Name],

We want to remind you that our employee survey will be closing soon, and we would greatly appreciate your participation if you haven't already done so.

Your feedback is instrumental in helping us understand how we can better support our employees and create a positive work environment. Your responses are completely anonymous, so please feel free to share your honest thoughts and opinions.

Don't miss this opportunity to make your voice heard! Click on the survey link that has been set to you from the survey system to access the questionnaire.

Thank you for your time and contribution!

## 03 Thank you Email

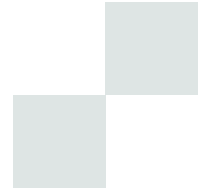
**Subject:** Thank You for Participating in Our Employee Survey!

**Body:** Dear [Employee Name],

On behalf of the entire [Company Name] team, we want to extend our sincere gratitude for taking the time to complete our recent employee survey.

Your feedback is invaluable to us, and we are committed to carefully reviewing each response to identify areas where we can enhance the employee experience and foster a more inclusive workplace culture. We are already working on action plans based on the insights gathered from the survey, and we will keep you updated on our progress in the coming weeks.

Once again, thank you for your participation and for being an essential part of our [Company Name] community!



## 04 Survey Results Announcement Email

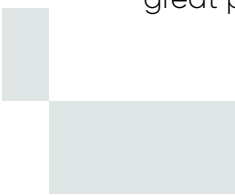
**Subject:** Your Voice Matters: Employee Survey Results Revealed!

**Body:** Dear [Employee Name],

We are thrilled to share the results of our recent employee survey with you! Your participation and honest feedback have provided us with valuable insights that will shape our initiatives moving forward.

[Include key highlights or themes from the survey results]

We are committed to addressing the areas of improvement identified in the survey and implementing action plans to enhance the employee experience. Thank you once again for your contribution to making [Company Name] a great place to work!



## 05 Follow-Up Action Plan Email

**Subject:** Next Steps: Action Plan Based on Employee Survey Feedback

**Body:** Dear [Employee Name],

Following our recent employee survey, we want to update you on the action plan we've developed based on the feedback received. Your input has been instrumental in guiding our efforts to improve the workplace environment and support our employees.

[Outline key action items or initiatives based on survey feedback]

We are committed to transparent communication throughout this process and will keep you informed of progress updates and any opportunities for employee involvement.

Thank you for your continued dedication to [Company Name], and we look forward to working together to create positive change.

