**Survey Email Templates**

Regularly communicating with your employees about the survey is critical in ensuring your organization has high participation rates. Whether you are a new or returning organization,

Feel free to customize the below email templates to send to your staff before, during and after the survey.

[**Before the Survey**](#_kb69a7x1u8r8)

* [Introduction to Staff](#_1jkmscrdyva)
* [Introduction to Management](#_nx1opiuvk06a)
* [Day before the Survey](#_9tlxxprh6syg)

[**During the Survey**](#_fq55r914pnkp)

* [First Reminder](#_dsez4dyp60yc)
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[**After the Survey**](#_gkr0hvpf2rux)

* [Thanking Staff](#_d0percb26970)
* [Sharing Results](#_v8ilj8wv5yeo)

### **Before the Survey**

##### **Introduction to Staff**

*Send this to your employees at least two weeks before the survey launches.*

Dear Team,

As an organization, we pride ourselves on [1 or 2 organizational values]. Therefore, we have decided to participate in the [Leading Edge Focused Engagement Survey](https://www.leadingedge.org/program/focused-engagement-survey) to gain insight on how we can become an even better place to work. This confidential survey is a great opportunity for you to provide honest feedback about our organizational culture and your individual work experience.

The survey is 100% confidential and optional, though we **strongly encourage** you to participate. We would like to achieve 100% participation so that the actions taken as a result of the survey accurately reflect as many voices as possible.

**The survey will be sent to your email address on file on Tuesday, April 9**, and will stay open until Friday, April 19. Please be on the lookout for an email from Culture Amp at [notifications@cultureamp.com](mailto:notifications@cultureamp.com) with your individual link to complete the survey. [Culture Amp](https://www.cultureamp.com/) is an employee feedback firm that specializes in collecting and analyzing employee feedback to help organizations like ours improve their workplace culture.

**Below are some quick, important facts about the survey:**

* It will take **approximately 5 minutes** to complete and can be completed in multiple sessions
* All questions and comments are optional
* All answers and comments are 100% confidential
* At no point can anyone from our organization have access to individual survey responses

Your support of this new initiative is paramount to the success of our culture, and we hope that you will use this opportunity to add your voice in helping [organization name] become an even better place to work.

Please let me know if you have any questions.

Warmly,

[Survey Liaison Signature]

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##### **Introduction to Management**

*Send this email to Managers, Department Heads, etc. at least two weeks before the survey launches to solicit their support.*

Hi Team,

From April 9 - April 19, our organization will be participating in the [Leading Edge Focused Engagement Survey](https://www.leadingedge.org/program/focused-engagement-survey), a people analytics tool that gives employees in Jewish organizations the opportunity to provide honest feedback about their experience at work and share those insights with organizational leaders. We expect to gain valuable insight from our survey results, and believe [job level(s)] plays a critical role in this process.

Eligible [job level(s)] will be able to participate in the survey, but we also need your help in championing survey completion among your team members. Once staff are informed about the survey on [date], here are some ways you can help ensure your team is aware of the survey and plans to participate:

* Reannounce the survey during your team or one-on-one meetings
* Encourage your team to block off 5 minutes on their calendar to complete the survey
* Ask about team member’s completion progress during the survey open period
* [Any other methods]

Once launched, the survey should take no longer than 5 minutes to complete. **All questions and comments are optional and 100% confidential. No one in our organization will be able to see individual survey responses.**

I will be regularly monitoring our participation rates while the survey is open, and may [any action that may occur to help increase participation rates]. Following the survey, [job level(s)] will [any specific action or decision they will be responsible for, or an action that only applies to them].

Please let me know If you have questions about the survey process. I appreciate your commitment to helping [organization name] become an even better place to work!

Warmly,

[Survey Liaison Signature]

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##### **Day Before the Survey**

*Send this to your employees the day before the survey launches.*

Dear Team,

As previously mentioned, we are excited to participate in a Leading Edge Focused Engagement Survey! Your honest responses and comments will help us understand what we do well and what we need to improve to make our workplace an even better place to work.

The survey will be administered at some point tomorrow via email from “Leading Edge via Culture Amp” at <[notifications@cultureamp.com](mailto:notifications@cultureamp.com)>. We will each be receiving our own personalized links to respond to the survey, so please do not forward or share your survey link with anyone else.

If you **do not** receive the email in your work email inbox **by the end of day tomorrow**, please:

1. Refrain from asking a coworker to forward their survey email, as the links are unique and cannot be shared
2. Search for the email in your All Mail folder, including junk and spam folders
3. Let [me/your manager] know if your email is not there and you will be sent a link to access the survey

**We value your honesty and guarantee that all of your responses and comments are 100% confidential. At NO POINT will we have access to individual responses or know who completed the survey.**

Thank you for lending your voice to our learning process. Your feedback will help us become an even better place to work!

Warmly,

[Survey Liaison Signature]

### **During the Survey**

##### **First Reminder**

*Send this to your employees 3-4 business days after the survey launches.*

Dear Team,

As you all know, we are currently participating in a Leading Edge Focused Engagement Survey. This valuable tool was created to help organizations like ours become an even better place to work. With your honest feedback, we can learn from many perspectives to build upon our strengths and identify growth opportunities.

**Right now, X% of our staff have completed the survey.** If you have not submitted your survey, please take 5 minutes to tell us your thoughts. We recognize that we are all managing different workloads, but hearing everyone’s voice and gathering as much data as possible is invaluable for the growth of our organization.

**Please know that all of your responses and comments are 100% confidential, and at NO POINT will we have access to individual responses or know who completed the survey.**

If you no longer have or cannot find your personalized survey link sent from <[notifications@cultureamp.com](mailto:notifications@cultureamp.com)>, please let [me/your manager] know and we will send you a link to access the survey.

Warmly,

[Survey Liaison Signature]

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##### **Second Reminder**

*Send this to your employees 1-2 business days before the survey closes.*

Dear Team,

We are almost there! **As of today, we have a X% participation rate!** What an incredible show of support!

**We want to hear from everyone and want to remind you that your responses are 100% confidential. Nobody at our organization will ever see your individual responses or know if you took the survey.**

Please take 5 minutes to let us know how we can become an even better place to work!

If you can’t find the survey email in your inbox or All Mail folder, please let [me/your manager] know and we’ll send you a link to access the survey.

Let’s finish strong, team!

[Survey Liaison Signature]

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### **After the Survey**

##### **Thanking Staff**

*Send this to your employees 2-3 business days after the survey closes.*

Dear Team,

Thank you for participating in the Leading Edge Focused Engagement Survey! This year, our response rate was [XX%]. Your honest feedback is critical in helping us understand how we can make [organization name] an even better place to work!

We will receive the survey results in an aggregated form within the next few weeks, and will analyze the data to determine the main themes impacting employee engagement. We will share themes with you [in / by timeline] and will ask for your partnership in action-planning around next steps.

Thank you for playing a part in our efforts to continually improve the experience working at [organization name].

If you have any questions, please be in touch.

Many thanks,

[Survey Liaison Signature]

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##### **Sharing Results**

*Send this to your employees after your results have been analyzed, ideally two to three months after the survey closes.*

Dear Team,

Thank you again for taking the time to respond to the Leading Edge Focused Engagement Survey. We are extremely grateful for the honest and transparent feedback that was shared.

Below is a summary of the major themes that arose from the survey, based on our [XX%] participation rate. Your feedback has helped provide a clear picture of our strengths and growth areas as an organization and will allow us to move forward and address some of our gaps with strategic action planning.

Our top [#] strengths were revealed as:

* [Strength 1 - include optional data or statistics to support]
* [Strength 2 - include optional data or statistics to support]
* [Strength 3 - include optional data or statistics to support]

Our top [#] growth areas were revealed as:

* [Growth area 1 - include optional data or statistics to support]
* [Growth area 2 - include optional data or statistics to support]
* [Growth area 3 - include optional data or statistics to support]

We would love your partnership in moving forward to take action. Over the next [timeline], we will [action that will happen to garner participation from your employees]. If you would like to be a part of that process, please let [me/ your manager] know.

If you have any questions, please be in touch. We look forward to working with you to build an even better place to work!

Warmly,

[Survey Liaison Signature]