

Dear Team,

We are excited to announce our upcoming Employee Feedback Survey, which will take place from **[start date]** to **[end date]**.

Your insights and opinions are invaluable to us, and we encourage each of you to participate. This is a great opportunity for you to share your thoughts on our work environment, culture, and processes.

By participating in the survey, you can help us better understand what we are doing well and where we can improve. Your feedback will be kept confidential and will play a crucial role in shaping our future initiatives.

Thank you for your commitment to making our organization a better place to work. We look forward to hearing your thoughts!

Best regards,
[Your Name]
[Your Position]
[Company Name]