

Confidentiality Assurance for Employee Survey

Date: [Insert Date]

Dear [Employee's Name],

We appreciate your participation in the upcoming employee survey. We want to assure you that your responses will be kept confidential and will only be used for the purpose of improving our workplace.

Your individual answers will not be linked to your identity, and only aggregated data will be shared with management.

If you have any questions or concerns regarding the confidentiality of the survey, please do not hesitate to reach out.

Thank you for your valuable input.

Sincerely,
[Your Name]
[Your Position]
[Company Name]