

Instructions for Employee Feedback Survey

Dear Team,

We value your feedback and would like to invite you to participate in our Employee Feedback Survey. Your insights are crucial in helping us improve our workplace environment.

Survey Instructions:

1. Please click on the following link to access the survey: [Employee Feedback Survey](#)
2. The survey will take approximately 10 minutes to complete.
3. All responses are confidential and anonymous.
4. Please complete the survey by [insert deadline].
5. If you have any questions, feel free to reach out to [contact person or email].

Thank you for your participation!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]