

# Dear Team,

We are excited to announce that we will be conducting an Employee Feedback Survey starting next week. Your feedback is vital in helping us understand your experiences and improve our workplace environment.

## Survey Details:

- **Start Date:** January 15, 2024
- **End Date:** January 29, 2024
- **Duration:** Approximately 10 minutes
- **Confidentiality:** Your responses will remain anonymous.

Please keep an eye out for an email containing the survey link and instructions. We greatly appreciate your participation, as it will help us create a better workplace for everyone.

Thank you for being a valued member of our team!

**Sincerely,**

[Your Name]

[Your Job Title]

[Company Name]