

# Dear [Manager's Name],

We are excited to announce the upcoming Engagement Survey scheduled for [Start Date] through [End Date]. This is a valuable opportunity for your team members to share their thoughts and insights.

Your role as a manager is crucial in encouraging participation. We urge you to:

- Communicate the importance of the survey to your team.
- Lead by example by participating yourself.
- Provide a safe space for your team to express their views honestly.

Together, we can foster an environment of continuous improvement. Thank you for your support in this important initiative!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]