

Engagement Survey Confidentiality Assurance

Dear [Employee's Name],

As part of our commitment to continually improving our workplace environment and ensuring employee satisfaction, we are conducting an engagement survey. Your feedback is invaluable in helping us understand how we can better support you and your colleagues.

We want to assure you that your responses to the survey will be kept strictly confidential. The data collected will be aggregated and analyzed without identifying individual participants. No personal information will be shared with management or any other parties outside of the survey team.

Please feel free to express your thoughts openly. Your honesty is essential in this process and will help us in making informed decisions that benefit everyone.

Thank you for your participation and for being an important part of our organization.

Best regards,

[Your Name]

[Your Title]

[Company Name]