

Dear [Employee's Name],

We are excited to invite you to participate in our upcoming Employee Engagement Survey. Your feedback is invaluable in helping us understand your experiences and improve our workplace.

The survey will be open from [start date] to [end date], and it should take approximately [estimated time] to complete. Your responses will be anonymous and confidential.

Please look for an email from [survey platform] with instructions on how to access the survey. We sincerely appreciate your time and input in making [Company Name] a better place to work.

Thank you for your participation!

Best regards,
[Your Name]
[Your Title]
[Company Name]