

Dear Team,

We value your input and want to create a work environment that allows everyone to thrive. As part of our commitment to continuous improvement, we are conducting an engagement survey.

Your feedback is crucial in helping us understand what we're doing well and where we can improve. We encourage you to take a few minutes to participate in the survey. Your responses will remain confidential, and your insights will guide our initiatives moving forward.

The survey will be open from **[Start Date]** to **[End Date]**. Please check your email for the survey link.

Thank you for being an essential part of our team. Your voice matters!

Best regards,
[Your Name]
[Your Position]