

Dear [Employee Name],

As a member of our Board of Directors, I am committed to fostering a positive and engaging work environment for all employees. In our effort to continuously improve and understand the needs of our team, we are conducting an Employee Engagement Survey.

Your feedback is invaluable, and I would greatly appreciate your participation in this survey. The information collected will be used to identify strengths and areas for improvement within our organization.

Please take a few moments to complete the survey by [insert deadline]. Your responses will remain confidential and will be reported in aggregate to ensure privacy.

Thank you for your time and insights. Together, we can make [Company Name] an even better place to work.

Sincerely,

[Your Name]

[Your Title]

[Company Name]