

Employee Engagement Survey

Confidentiality Assurance

Dear [Employee's Name],

We are committed to fostering a positive workplace environment and value your insights. As part of our efforts, we will be conducting an Employee Engagement Survey.

We want to assure you that your responses will be kept strictly confidential. The information collected will be used solely for the purpose of understanding employee engagement and improving our workplace. Individual responses will not be shared with any management personnel or used in a manner that could identify any individual respondent.

Your feedback is important to us, and we encourage you to be open and honest in your responses. Thank you for contributing to our continuous improvement.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]