

Dear [Employee's Name],

Thank you for participating in our recent employee engagement survey. Your feedback is invaluable to us as we strive to create a better workplace for everyone.

We are in the process of analyzing the survey results and plan to share the findings with all employees by [insert date]. Your insights will help us identify areas of improvement and enhance our work environment.

In the meantime, if you have additional thoughts or suggestions, please feel free to reach out to [insert contact person or team] at [insert contact email or phone number].

Thank you once again for your participation and commitment to making our organization a great place to work.

Sincerely,

[Your Name]

[Your Position]

[Your Company]