

Dear Team,

We are excited to announce the kickoff of our annual Employee Engagement Survey! Your feedback is invaluable in helping us create a better workplace for everyone.

The survey will be open from **[Start Date]** to **[End Date]**. We encourage each of you to take the time to share your thoughts and experiences.

Your responses will remain anonymous and will be used to identify areas for improvement and to enhance our workplace culture.

Thank you for your participation and for contributing to our continued success!

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