

Dear Faculty and Staff,

We are reaching out to invite you to participate in our upcoming Climate Survey. Your insights are crucial for enhancing our work environment and support systems.

Survey Details:

- **Purpose:** To assess the current climate within our faculty and staff community.
- **Duration:** The survey will take approximately 15 minutes to complete.
- **Confidentiality:** All responses will be kept confidential and used only in aggregate form.

The survey will be open from **[Start Date]** to **[End Date]**. You will receive a link to the survey via email on **[Launch Date]**.

Your participation is vital to help us create an inclusive and productive environment. We appreciate your time and input.

Thank you for your commitment to our community.

Sincerely,

[Your Name]
[Your Title]
[Your Institution]