

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing efforts to enhance our workplace and support our employees' needs, we are conducting a survey regarding our telecommuting policy.

Your feedback is invaluable to us, and we would greatly appreciate your participation in this survey. It will only take a few minutes of your time, and your responses will be kept confidential.

Please find the survey link below:

[\[Take the Survey\]](#)

The survey will be open until [End Date]. Thank you in advance for your time and input!

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