

# Dear Team,

We are excited to announce the rollout of our annual Engagement Survey, which will be available starting on **[Start Date]** through **[End Date]**. Your feedback is crucial in helping us understand your experiences and improve our workplace.

Participation in this survey is completely anonymous, and we encourage everyone to share their honest insights. The results will be used to inform strategies that enhance our organizational culture and support your needs.

Further details on accessing the survey will be shared as we approach the launch date. Thank you for your continued commitment to making our workplace better for all.

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