

# Dear Team,

We are excited to announce that we will be conducting our annual Employee Engagement Survey starting from **[start date]** to **[end date]**.

Your feedback is invaluable in helping us understand your experiences and improve our workplace. We encourage you to share your thoughts honestly and openly.

The survey will be anonymous, and all responses will be kept confidential.

Thank you for your participation and for helping us create a better work environment for everyone!

Best regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**