

Dear Team,

We would like to extend our heartfelt thanks to all of you who participated in the recent engagement survey. Your feedback is invaluable to us.

We have reviewed the results and identified key areas where we excel, as well as opportunities for improvement. We are committed to fostering a work environment that supports your growth and satisfaction.

Please find attached a summary of the survey results, along with our action plan to address the concerns raised. We encourage you to share your thoughts on these initiatives.

Your input is crucial to making our workplace even better. We will hold an open forum next week to discuss the results and our proposed actions further. We hope to see you there!

Thank you once again for your participation and for your continued commitment to our team.

Best regards,

[Your Name]

[Your Position]

[Your Company]