

Dear Team,

We are excited to announce our upcoming Employee Satisfaction Survey. Your feedback is crucial for us to understand your experiences and improve our workplace environment.

The survey will be conducted from **[Start Date]** to **[End Date]**. We encourage each of you to participate and share your honest opinions.

All responses will remain anonymous, and the results will be used to enhance our policies and initiatives.

Thank you for your continued commitment and support!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]