

Dear Team,

We are excited to announce the upcoming Workforce Engagement Survey. Your feedback is crucial in shaping our work environment and enhancing our organizational culture.

Guidelines for Participation:

- **Survey Dates:** The survey will be open from [Start Date] to [End Date].
- **Anonymity:** Your responses will remain anonymous and confidential.
- **Importance:** Each of your insights plays a vital role in helping us understand and improve employee engagement.
- **Time Commitment:** The survey will take approximately [X minutes] to complete.
- **Encouragement:** We encourage every team member to participate and share their honest feedback.

Thank you for being a valuable part of our team. Your participation is greatly appreciated!

Sincerely,

[Your Name]

[Your Position]

[Company Name]