

Subject: Reminder: Upcoming Workforce Engagement Survey

Dear Team,

This is a friendly reminder about the upcoming Workforce Engagement Survey scheduled for **[Insert Date]**. Your feedback is crucial in helping us understand how we can create a better work environment for everyone.

Please take a few minutes to participate in this important survey. Your responses will be kept confidential, and the survey will be open from **[Start Date]** to **[End Date]**.

If you have any questions regarding the survey, feel free to reach out.

Thank you for your participation!

Best regards,

[Your Name]
[Your Job Title]
[Your Organization]