

# Workbly

[Option 1 of 2: Setting up a computer for completing the survey](#)

To: All Employees

## Upcoming Employee Engagement Survey

In the coming weeks, we will be carrying out an engagement survey that will involve everyone in the company.

We care deeply about the experience of our employees, and we value your opinion. The objective of the survey is to improve your everyday working life and experience.

The survey is designed to get an understanding of the practical side of your experience, as well as your overall satisfaction. You'll also have the opportunity to tell us how you feel in your own words.

Our promise to you is that this is a **completely anonymous** survey, so please be honest with your feedback.

The survey will be live for one week from [date to date].

The senior management team have set up a computer for everyone to complete the survey during your working day. It will take 10/15 minutes to complete, so please ensure you ask your manager for the time.

If you have any questions or concerns, please don't hesitate to contact me. You can email me at **[email]** or call me on **[number]**.

Thank you for your participation.

Sincerely,  
[name]  
[position]  
[company]

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## [Option 2 of 2: Sending the invitation through email](#)

To: All Employees

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The survey is designed to get an understanding of the practical side of your experience, as well as your overall satisfaction. You'll also have the opportunity to tell us how you feel in your own words.

Our promise to you is that this is a **completely anonymous** survey, so please be honest with your feedback.

You will receive an email invitation on [date], and the survey will be open for one week. It will take 10/15 minutes to complete so, please take the time during your working day to submit it. Please ensure you ask your manager for the time if you need to.

If you have any questions or concerns, please don't hesitate to contact me. You can email me at **[email]** or call me on **[number]**.

Thank you for your participation.

Sincerely,  
[name]  
[position]  
[company]