

## EXAMPLE #1

Happy Monday, [Company Name] team!

Thank you so much for participating in our 2021 Employee Engagement Survey.

The survey is now closed, and our final participation rate was #%. I sincerely appreciate the time and thought you all put into these survey responses, and am looking forward to using these results as the basis for many meaningful, ongoing discussions over the next year.

### *What's Next?*

We have collected the completed surveys and will begin compiling the results. Below are the next two updates you will receive:

- **An overview of the results:** In the next two weeks, leadership will send a short memo to every employee sharing our company's top 3 and bottom 3 survey items.
- **A more detailed look at the results:** Within 1-2 months, leadership will share detailed results via email and an all-company meeting. Brief, brainstormed action plans will also be discussed.

Thanks again for your participation! Your feedback is truly an invaluable way to help improve the way we work together and make [Company Name] a truly great place to work.

Name

Chief Executive Officer

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## EXAMPLE #2

Dear [Employee Name],

I am happy to share the results from our annual employee engagement survey! The survey was completed by [X] employees (X% of the company).

Overall, the results of the employee survey give [Company Name] the opportunity to improve performance in areas that are important to us.

I am happy to see that most of our employees feel really connected to the company's mission and believe that our organization is one where they are free to be themselves and feel psychologically safe. Other areas where we can be proud are our company's efforts towards hiring great teammates, our ability to maintain a healthy work/life balance, and leadership development, to name a few.

The survey also highlighted a few areas that we absolutely need to work on, including transparency from leadership in decision-making and making sure managers are setting clear expectations. I will be working to develop an action plan to improve these specific areas and will share that within the next three weeks.

More than anything, I'd like to thank you for participating in the employee survey. Your comments are invaluable and will be used as the basis for many meaningful, ongoing discussions over the next year.

We are committed towards making {Company Name} a better place to work, and know that there's always room for us to grow and improve.

*Name*

Chief Executive Officer

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### EXAMPLE #3

Hey [Company Name] team!

I would like to thank you for taking time to respond to our 2021 employee survey. The X% response rate meant so much to me, and shows that so many of you care deeply about this organization and are passionate about its success.

Our employee survey has enabled us to have a more accurate picture of how you feel about working at [Company Name]. The survey results have provided us with detailed information regarding your opinions on our performance, culture, relationships, how we work, and where we're headed.

I have taken some time to reflect on your feedback and the themes that arise from it. We know that one major way we need to improve is the clarity with which we communicate future goals and strategies of [Company Name], and the consistency in which we execute our messages.

From here, we plan to:

- Identify wins that will have an immediate impact
- Develop an action plan on the key issues that we need to improve on in the medium- to long-term
- Share specific results with teams and managers

I am completely committed to following through on these issues, as they are fundamental to improving the way we work together and making [Company Name] a truly great place to work.

Thanks again for your feedback!

*Name*

Chief Executive Officer

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#### EXAMPLE #4

Dear [Employee Name],

Thank you so much for the time and thought you put into our 2021 employee engagement survey. Over X% of the company responded, and the survey has brought a lot of really important issues to light.

Our overall employee engagement score has fallen by X. While we have made great strides in the areas of career growth and team dynamics, it's clear that we have a lot of work to do when it comes to communication, particularly from executive leadership and management.

I take full responsibility for these results, and have spent some time reflecting on your feedback and coming up with a concrete plan of action. I have also held a focus group with 25 different employees from across the company, and worked with our internal communications team to build a list of improvements that we will put into place immediately:

1. We will talk openly about company performance at our all-hands meeting, which will now be held every Monday morning.
2. All managers will undergo specific communications training to help them transition better to remote work.
3. All department heads will share bi-weekly updates to keep the company informed on big wins and lessons learned.

I would love your feedback on this action plan and can't tell you how much I value your insights thus far, as well as the opportunity to face a few of our company's challenges head-on.

I am completely committed to following through on these issues, as they are fundamental to improving the way we work together and making [Company Name] a truly great place to work.

Thanks again, and please remember that I always have an open door policy and am here to listen.

Name

Chief Executive Officer

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## EXAMPLE #5

To my fellow colleagues:

Our 2021 Employee Engagement Survey wrapped up last week, and I'd like to sincerely thank all of our staff who took the time to provide their valuable input throughout this important exercise.

Continuous improvement is critical for any company's success, and we know that these surveys have a history of leading us to more informed decisions and truly positive changes in the workplace.

We had a tremendous participation rate to this year's survey; over X percent of our full-time staff shared their feedback with us. That high response rate is reflective of the passion and engagement you each bring to work every day. It also communicates a strong desire to see our workplace build on past successes, and look for new opportunities for improvement. I want to assure you that the leadership team will be giving thoughtful consideration to all your feedback, and we greatly appreciate the opinions you've shared throughout this process.

Results will be shared with the entire organization at our next all-hands meeting on \_\_\_\_, and they will help us to identify our strengths and areas for improvement. This will be followed up with more focused planning sessions to help each department understand and interpret the results, and create action plans where needed.

Once again, thank you for your contributions in building a strong, positive workplace culture at [Company Name].

Name

Chief Executive Officer

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