

Internal survey invitation letter for employees

Subject: Your Voice Matters – Employee Engagement Survey

Dear Team Member,

As part of our ongoing effort to make [Company Name] a great place to work, we are conducting an Employee Engagement Survey. This is your chance to share your honest thoughts on workplace culture, processes, and improvements.

The survey is anonymous and should take no longer than 10 minutes. Your feedback will guide leadership in making meaningful changes for everyone's benefit.

Please complete the survey by [date] using this link: [Insert Link]

Thank you for your time and valuable input.

Sincerely,

[HR Department]

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