**Subject Line:** Employee Engagement Assessment – WG #\_\_\_\_ ACTION REQUIRED

**This email is intended for the selected recipient only.**

**Please do not forward or share it.**

We are launching our Employee Engagement Assessment ***today*** to help us better understand what we can do to promote a positive, thriving experience for you at [Company Name].

Your honest experiences and opinions are vital to our continued growth and success. We will use the results of this anonymous survey to celebrate our strengths and identify and address the areas which need attention.

**Instructions:**

* ***Click here to take the survey.*** [hyperlink this text.]
* Complete the assessment by [Month/Day] at 11:59 p.m.

\*When answering questions about your supervisor, please keep \_\_\_\_\_\_\_ in mind.

**Survey Logistics:**

* All responses are ***completely*** anonymous. An independent vendor processes all results and we do not see any identifying information attached to the responses.
* The survey will take you about 10 minutes. Take the assessment when you will have minimal interruption, as you must complete all questions in one sitting for your responses to count.
* You may not use the *back* button to go to a previous page.

* ***Do not share or forward the URL you are given*** and do not use a URL provided by anyone else.

If you have any questions, please contact \_\_\_\_\_\_\_.

Thank you for taking time to provide your valued feedback. We look forward to sharing these survey results in the coming weeks!