**INSERT COMPANY LOGO**

**Welcome to [COMPANY’S] 2018**

**Employee Engagement Assessment**

You make the difference at [COMPANY NAME].

In an effort to continually improve our workplace environment, we want your frank and honest feedback in this anonymous assessment about your experience working at [COMPANY NAME]. Your responses will help us better understand what we need to do to improve our effectiveness in today’s challenging workplace environment and make this company a place you look forward to showing up to every day.

**Important information regarding the survey:**

* We are working with E3 Solutions, an external consultant, on this assessment.
* ***All of your responses are completely anonymous***. Your name will not be associated with your responses in any way. E3 Solutions will review all responses and compile the results for our organization.

* The demographic questions included at the beginning of this survey ***are strictly for E3 Solutions’ global data reporting and will only be disclosed at the company level, not by team or department.***
* Do not take the survey more than once.

* Do not forward your survey link to anyone else.

* All questions on each screen **MUST BE ANSWERED** before you can advance to the next screen and you may not hit the BACK button to return to a previous page.

* We included optional, open-ended questions at the end of the survey. Your feedback from these questions is very valuable, and we encourage you to share your thoughts with us. Please ensure that you **CLICK THROUGH TO THE END OF THE SURVEY** in order to submit your anonymous responses to the confidential E3 website.

E3 Solutions will protect your anonymity by aggregating all comments together so they cannot be isolated to any single individual. They will then be shared, in this aggregated format, with our senior leadership team.

Thank you, in advance, for your time and support of this important effort. We look forward to sharing the results with you and working hard together to promote a positive, productive work environment.

Sincerely,

NAME

TITLE