

staff survey letter

[Enter date]

Dear Team,

Re: Staff Survey

It has been 6 months of change at [enter your Company name] and we must continue to measure your feedback through this questionnaire format. I know that we have several individuals in new roles and many of you are responsible for more areas of the business now.

As part of our commitment to achieving [enter the name of your Company goals] we promised to gain your feedback through a satisfaction questionnaire. The purpose of this questionnaire is to measure the perception and feelings of people within [enter your Company name]. We will repeat this questionnaire 6-monthly and continually measure the successes (and failures) in satisfying your expectations. Feedback via these questionnaires will be used in the determination of our future strategies.

It is our intention to not only involve our central staff but to also hear the opinions of our factories and overseas offices. **Our aim is to achieve a 100% return rate and if this is achieved you will have the opportunity of winning a £50 voucher through a prize draw.**

We hope you find this process useful and we will of course feedback all the results approximately one month after completion. The deadline for completion of this first survey is [enter a date approximately 1 week ahead].

Please place your completed questionnaire **in tray on the filing cabinet in the management office**, or if you are overseas post or email back to [enter name of your results co-ordinator] by deadline.

Thanks for completing this first questionnaire and subsequent questionnaires on a 6-monthly basis.

Best Regards,

