

First Pulse Close the Loop

Hi [Company],

Thanks to everyone who participated in the *[name of survey]*. We had *[X%]* participation and appreciate the feedback you provided! *[Insert how results will be shared]*. You can find key company-level takeaways and action below.

Key takeaways

- *[Insert positive feedback insights]*
- *[Insert organizational challenge]* For example, “People are still figuring out the right WFH setup and need to buy equipment to be comfortable and effective”
 - **!** **ACTION:** For example, “As X mentioned in his email and slack, we will add \$150 to the X/XX payroll to help offset this cost for employees below the director level”
- For example, “It’s challenging to separate from work now that we’re all working from home full-time”
 - **!** **ACTION:** Let’s share ideas with each other on how to create boundaries and carve out time outside of work. Please share your recommendations in the #remote-work-hacks slack channel! I’ll send a reminder in the general channel tomorrow.”

[Insert any relevant information regarding how managers/departments/teams/individuals are expected to review results/take action] For example, “Mentors have been provided resources on how to walk through results with their teams.”

What’s next?

As I mentioned last week, we’ll send out a brief survey every *[survey cadence]* as long as *[reason to stop pulsing]*. *[Insert questions that are commonly coming up from employees like when you’ll be back in the office]*. For now, let’s all stay safe and take it one day at a time.

Thank you to everyone for staying positive and being so adaptable during this uncertain time.

Best,

CEO

Following Pulses Close the Loop

Overall Takeaways:

- *[Participation update]* Good participation example, “Thank you for continuing to lend your voice during this difficult time” Low participation example, “I’d love to see this number go up as your feedback really is important and matters so much now more than ever!”
- *[Positive feedback insights]*
- *[Opportunity]*

Action Progress: *[Link to action plan]*

- Last week we focused on *[insert topic]* and we saw *[insert how scores changed]*

Things to Work On:

- 🤔 Based on this week’s survey, the biggest area of opportunity is *[topic]* based on *[score]*
- **!** **ACTION:** we’ll be *[insert action]* For example, “leaning on managers this week to dive into your well-being and how we can ensure you’re able to care for yourselves during this time. Plan to spend a few minutes in your next 1:1s going over this. Separately, we’re working on broader initiatives to free up some space for you to disconnect. More to come there soon!”

[Final ask for participation or note of gratitude]