



# Employee Experience Survey

BY LEADING EDGE

*Send at least one reminder to staff during the survey period (April 25 - May 12).*

## First Reminder

Dear team,

As you all know, we are participating in the Leading Edge Employee Experience Survey, a valuable tool to help us create an even better workplace culture. With your honest feedback, we will be able to learn from many perspectives and identify strengths and growth areas.

**Right now, only X% of our staff has completed the survey. Please take 15 minutes to complete the survey to tell us your thoughts.** I understand that everyone is busy, but your responses are important to us. Hearing everyone's voice and gathering as much data as possible is essential to our success. You can even take it on your mobile device!

The email with the survey link came from [notifications@cultureamp.com](mailto:notifications@cultureamp.com). If you no longer have it or can't find it, let [\[me/Survey Liaison\]](#) know and we'll make sure to have another email sent.

As a reminder, please do not forward survey emails or ask a coworker to forward them to you. Everyone receives a unique survey link.

If you're wondering about confidentiality, I want to assure you that your answers will be kept 100% confidential. To ensure this we have partnered with Leading Edge as our administrator and Culture Amp as our platform. **No one at our organization will ever see individual survey responses, and we will never know who from our organization did or did not submit a response.**

Please reach out to [\[me/Survey Liaison\]](#) if you have any questions.

Thank you,

EXECUTIVE SIGNATURE or SURVEY LIAISON SIGNATURE



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## Second Reminder

Dear team!

We are almost there! **As of today, we have a X% participation rate!** What an incredible show of support!

**We want to hear from everyone and want to remind you that your responses are 100% confidential. Nobody at our organization will ever see your individual responses or know if you took the survey.**

Please take 15 minutes to let us know how we can become an even better place to work!

If you can't find the survey email, let [me/Survey Liaison] know and we'll make sure you get your link.

Thank you,

EXECUTIVE SIGNATURE or SURVEY LIAISON SIGNATURE