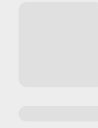
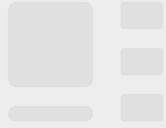




Best Sample Emails Asking Employees to Take a Survey





ContactMonkey

To:

Cc:

Subject:

Hi Team,

We want to hear from you! In our ongoing efforts to improve employee experience at [company name], we're rolling out an employee [opinion survey](#) to ensure that your voice is being heard.


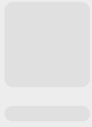



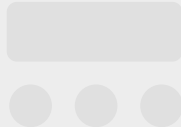
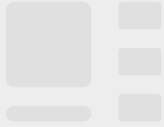

On [date], all employees will receive an email with instructions on how to complete the survey. The deadline to complete the survey will be [date].

We want you to feel confident sharing honest and authentic feedback so our survey will be completely anonymous.

We're hoping for everyone to participate and ask you to encourage your colleagues and teams to share their insights!

Thank you in advance for your time and effort in making this initiative a success. As a token of our appreciation, you'll automatically be enrolled to win a \$100 Amazon gift card [or prize of your choice] upon survey completion.

Kind regards,
[Company name] Team



ContactMonkey

To:

Cc:

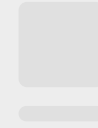
Subject:

Hi [Employee Name],

We value our employees and want to ensure that you're equipped with the appropriate resources and opportunities to progress in your career.

Please take a few moments to complete our career development survey and help us build a learning environment that supports your needs. For each question, you will also have the option to add an anonymous comment for extra feedback.

[Embed survey below]



ContactMonkey

To:

Cc:

Subject:

Dear [Employee Name],

Your input matters to us! In our effort to build supportive and trusting teams, we'd like to hear about your experience working with [direct manager name or title].

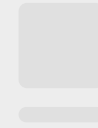
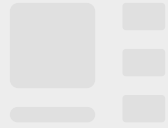
Within the next week, you'll receive an email that includes [embedded management survey OR an access link]. Please take a few minutes to share your thoughts and complete the survey.

This survey will be 100% anonymous. To protect your confidentiality, we will not disclose your individual responses.

Managers at [company name] may see the comments you offer on the last part of the survey. However, these will not be associated with you by name or job title.

Thank you for your participation.

Kind regards,
ContactMonkey Team



ContactMonkey

To:

Cc:

Subject:

Dear [employee name],

We're launching an employee engagement survey! Your feedback will help us know if we're doing enough to support, invigorate, and inspire our workforce. It will also help us learn where we can do better.

You can expect to receive our employee engagement survey on [date]. The deadline to submit your survey responses will be one week from the date you received the survey.

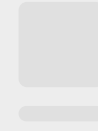
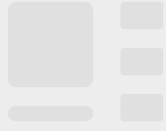
The survey is email-based to make it quick and simple to complete. This will also enable us to analyze and respond to feedback faster—so we can start making tangible improvements in our organization!

Remember: all responses will be completely anonymous, so you can feel confident sharing your honest and authentic feedback.

The survey contains 10 questions. It should take you no longer than 5-10 minutes to complete the survey.

We look forward to hearing (and acting on) your feedback! Thank you for your participation.

Kind regards,
ContactMonkey Team



ContactMonkey

To:

Cc:

Subject:

Hi Everyone,




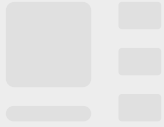

Every year, we would like to conduct a survey to see how aligned our employees feel to our mission, vision, and values. Please take a few minutes to complete this anonymous survey.

Here are a few important points to keep in mind about this survey:

- This survey is anonymous and completely confidential.
- This survey should take approximately 10 to 15 minutes to complete. Your team lead or manager will allocate time in your schedule for the completion of this survey. /
- We will be carefully analyzing survey results and will strive to act on your feedback as soon as possible. We'll report back to you on what we found and how we intend to address any existing issues.

We appreciate you taking the time to share your thoughts. Your feedback is invaluable to ensuring a healthy and strong workplace culture across our organization.

Yours,
People and Culture Team



ContactMonkey

To:

Cc:

Subject:

Hi Everyone,

We are conducting a survey about [survey topic], and we encourage you to take some time to fill it out. Please answer every question and submit your responses before [survey deadline].

In addition to survey responses, there are sections on the survey where you can add your own comments to add context to your survey answers.

All of your comments will be completely anonymous, so please answer honestly. If you have any questions about this survey, please reach out to your [manager/supervisor].

We sincerely appreciate your participation in this survey. Your feedback will help [company] become more aligned with your values and the values of your coworkers.



About ContactMonkey

ContactMonkey is a powerful internal communications software that enables you to send timely updates to employees via your email client (Outlook and Gmail) or SMS.

ContactMonkey is modernizing the way the world's top organizations connect, communicate, and engage with their employees. In a rapidly changing world of work, our tool makes it easier for companies to engage remote, hybrid, and deskless workers—all through a single platform.

We help internal communications teams to create, send, and track employee newsletters, SMS updates, and crisis communications with the goal of boosting employee engagement, and productivity. With ContactMonkey, you can send beautiful HTML email newsletters or crisis communications via SMS, build segmented employee lists from your Azure Active Directory or HRIS, gather employee feedback, and measure employee email analytics (open rates, click rates, read rates, eNPS) to understand what truly engages your employees.

**Ready to Elevate Your Internal
Communication Strategy?**

[Book a Demo](#)