

-Sample Team Member Survey Cover Letter-

Dear Team,

Please find a “team survey” attached to this letter.

The purpose of this survey is to find out what each member of this team thinks about different aspects of our business and your employment at (our company). When we get the results of your surveys, we will provide you a copy of how each question was answered by everyone that participated!

With the information you provide, the Executive Team at (our company) is going to determine the different areas of opportunity we have to improve our business. We are also going to learn where we need to make changes in order to better serve our team.

The answers you provide will be taken seriously and I am personally asking that you please answer these questions with complete thoughtfulness and honesty, otherwise, this is just a waste of time. This is an anonymous survey and we ask that you please DO NOT put your names on the surveys. I assure you; there will be absolutely no effort to try to figure out who wrote the responses no matter how disappointing we may find some of the answers. We want the straight-scoop and by keeping this anonymous, everyone should feel comfortable providing your true thoughts and opinions we’re asking for in this survey.

Once you complete the survey, please seal it in the provided envelope and slide it under my door or put it in my mailbox in the break room. I am not going to open any of the submissions until June 1st.

I am requesting that you return the completed survey no later than May 31st at 5pm.

No later than June 20th, I will provide each of you a full-report from this survey including everyone’s different answers to each question. Next to each of your responses, our executive team will address each of your points! We’ll let you know what we think about your answer or comment and what (if anything) we

intend to do about it. By providing this “full-report,” you’ll know where the (company name) leadership team stands relative to your opinions and you can hold the leadership team accountable to delivering on our promises for change that will be stated in the full-report.

Thank you in advance for your candid feedback. You’re valued and appreciated more than I can tell you.

IF YOU DON’T WANT TO PARTICIPATE IN THIS SURVEY, SIMPLY SLIDE THIS BLANK FORM UNDER MY DOOR OR IN MY MAILBOX IN THE BREAKROOM. I ONLY WANT YOU TO PARTICIPATE IN THIS IF YOU WANT TO AND IF YOU’RE COMMITTED TO DOING YOUR BEST JOB ON IT! I hope you participate and take full advantage of this opportunity to be heard. We can’t fix things if we don’t know they’re broken. We’re counting on everyone to help us make things better here at (your company). Thank you!

Sincerely yours,

(your name)