

BEST COMPANIES TO WORK FOR IN COLORADO

SAMPLE: Organization Reminder to Employees during the Survey

Instructions: This is just a sample – please customize to reflect the voice of your organization. Update the highlighted portion of the letter below depending on your survey distribution method.

From: Your Organization's CEO/President

Subject: If You Haven't Done So Yet -- Please Complete Best Companies Survey

Our organization is participating in the Best Companies to Work for in Colorado program, a study designed to recognize organizations that have built great workplaces.

Part of the program involves an employee survey distributed to a sample of each organization's employee population. An invitation to take this survey was distributed to a random selection of our employees on April 22, 2016. The deadline to complete the survey is Friday, May 6, 2016.

I want to extend a thank you to those of you who have already completed the survey. We appreciate you taking the time to share your views and opinions.

If you have not yet completed the survey, please take a moment to do so. We value your feedback. The results of the survey will be factored into the overall scoring process that will ultimately determine the organizations recognized. *Colorado Biz* magazine will publish the findings in their November/December issue. Our organization will also receive a series of reports which summarize the survey findings.

We encourage everyone's participation! A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Whether or not our organization is recognized, we can learn from the feedback and make improvements for our future.

Thank you in advance for your participation. Please contact {insert name and contact information of your organization's survey coordinator} if you have any questions.