**Survey Results - What to Expect**

Communication email/letter to employees

Dear [employee name] or Dear Employees,

I appreciate your time and efforts in completing the Employee Engagement Survey.

MRA-The Management Association has presented the survey results to the executive leadership team; and the management team is in the process of reviewing the results.

During the next 90 days the leadership team will:

• Share the overall results and themes during employee meetings

• Draft an organization-wide action plan to address your most prevalent concerns and suggestions

• Inform you of the issues in the survey specific to your work area via department [or team] meetings

One of our goals is to continually improve our organization for the benefit of our employees and our customers. We look forward to collaborating with you to address the survey suggestions and concerns.

Thank you for your participation in this important employee survey.

Sincerely,

[Management Name & Contact Information]