**Template: Introducing the ICAS Evolve Wellness Survey to your organization**

**Email Subject:**

 [Company Name] Employee Wellness & Engagement Survey

**Email Body:**

Dear Colleague

[Insert Personalised message fromMD/Executive/Wellness Manager, placing emphasis on the value of employee wellness to the organisation]

We are excited to announce that the Wellness & Engagement Journey Survey will commence on [add date here]. Don’t miss this opportunity to have your say!

Kindly note that employees will receive an email with access to the ICAS Evolve Organisational Wellness Survey. This link is intended for your exclusive use and can only be used once. **Please do not forward the email to anyone else, and do not respond more than once to the survey.**

**About the Survey**

The survey comprises of a number of multiple-choice questions and should take approximately 8-12 minutes to complete. We request that you complete the survey in one sitting.

The survey will be administered by ICAS Southern Africa (Pty) Ltd who has been appointed as an external service provider so we can assure you that your feedback will be 100% confidential and individual responses will remain anonymous.

Once you have completed the survey, ICAS will analyse the data and provide feedback to the organisation’s wellness team, who will use the information to structure the wellness programme. At no point will your participation/non-participation be disclosed by ICAS, and ICAS will only provide unidentifiable data to the organisation’s wellness team

Be on the lookout for an email from the wellness team with a link to the survey and check your spam/junk folder during this time to ensure you do not miss it.

Thank you for joining us on this journey. We thank you for taking the time to complete the survey.

Should you have questions at any stage during this process, please contact the HR Team at [add email here].

Kind regards,

[add name here]