**“Thank you”**

Communication to employees at survey close

Dear Employees,

The Employee Engagement Survey is officially closed.

**Thank you** to those that participated in the survey and for providing your very important feedback.  We are very pleased with the overall participation rate of **XX%**!

Within the next several weeks, MRA-The Management Association will present the survey results to the executive leadership team.

From there the leadership team will:

* Review the survey results
* 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.

Thank you for your participation in this important employee survey.

Sincerely,

[Management Name & Contact Information]