**Dashboard invitation email**

**When**: The day you want to release dashboards

**From**: Company survey team

**To**: All employees who should get access to viewing a dashboard

**Subject**: Your employee survey results are in

Dear {In Qualtrics, insert piped text with the manager’s first name},

The feedback is in! You're now able to access your dashboard with the engagement survey results for your part of the business. The results will include survey scores and potentially comment feedback from your team, so be sure to set some time aside to review them in detail.  All results are protected by the confidentiality threshold of [confidentiality threshold] responses - so anything less than this will be suppressed.

These results are your opportunity to find out how different organizational practices positively or negatively impact engagement on your team. An engaged workforce is an advantage as much as a disengaged workforce can be a hindrance, so understanding and acting on this feedback is to your benefit!  When reviewing the results, you should think about what is within your span of control to influence and focus on this for change. Small changes and open communication will have a much more positive impact on engagement than ambitious changes and little communication.

Your login details to access your dashboard are below.  If you have any questions, please contact your survey team on [contact details].

{In Qualtrics, insert piped text for the dashboard link here}

${In Qualtrics, insert piped text for login information here}

Thank you!

Your survey feedback team