



ABC Corporation

Example: Sample Employee Health Survey Cover Letter

To: All Employees of ABC Corporation
From: James Kirk, Worksite Health Team Chair
Date: January 15, 2012
Re: Employee Survey

The ABC Health and Safety Team is conducting the annual employee health survey to better understand the needs and interests of employees. This information helps us plan worksite health programs that are interesting, get high participation, and support good health and safety practices by all employees. It also helps us to know if programs are working and guides us in determining what new programs are needed.

Your participation in this survey is completely voluntary; it should take about 15 minutes. We are not asking for your name, and are not recording any information that can personally identify you. Your responses to the survey will be combined with other employees to determine the most common interests. Your choice either to decline or participate in this survey, as well as your responses to questions, will not positively or negatively affect your work status at ABC Corporation. If you prefer not to answer a particular question, just leave it blank.

There are two ways to complete the survey. Simply fill out the attached survey and return it to me in an interoffice mail envelope, or complete the survey electronically (www.surveytoolexample.com/ABCsurvey). The survey should take approximately 15 minutes to complete.

The employee health survey is not intended to diagnose or recommend treatment for any medical conditions. If you have questions or concerns regarding your mental or physical health, please consult your primary care provider. If you have questions about the survey, please contact me at xxx-xxxx, ext. xxx.

Thank you,

James Kirk
Worksite Health Team Chair
jkirk@ABCcorp.xxx
xxx-xxxx, ext. xxx