# SAMPLE: Institution Thank You to Employees after Survey

**Instructions:** The sample below is intended to serve as an example of what to include in your post-survey communication. Feel free to cut and paste from this document. We do, however, encourage you to tailor the letter so it reflects the culture, tone and voice of your institution. In particular, be sure to customize the highlighted portion of the letter below.

**From:** Your Institution's Provost/President

**Subject:** Thank you for voicing your opinion!

The Great Colleges to Work For® survey has closed, and we thank those of you who took the time to complete the survey! We appreciate you taking the time to share your views and opinions.

The Great Colleges to Work For study is designed to gather benchmarking data within higher education and to recognize institutions that have built great workplaces. An invitation to take this survey was distributed to a random selection of or all our employees were invited to participate.

Participation in the survey was completely voluntary and the institution will not be able to identify the results of individuals. The survey results play a significant factor in determining which institutions are recognized in the Great Colleges program. ModernThink will share our institution's results from the survey with our institution later in the summer.

Whether or not our institution is recognized, we can learn from the feedback and make improvements for our future.

Thank you in advance for your participation. Please contact [insert name and contact information of your organization's survey coordinator], or visit www. GreatCollegesProgram.com, if you have any questions.