

Month Day, 2016

Dear OurCompany Employee:

OurCompany is being evaluated for inclusion in Computerworld's annual list of the 100 Best Places to Work in IT.

Employee feedback is a required part of this year’s selection process. A link to the online survey can be found at the bottom of this letter.

You were randomly selected to participate in this survey. Your responses will be kept confidential and are essential to the validity of the survey results. The results will be used in aggregate form only and will be received by Research Results, a third-party research firm, via a secure server. The secure server prevents network transactions from being decoded, thus preserving the privacy of sensitive information. Your responses can’t be linked to you specifically, but only to your company overall.

Please visit this link (insert the link we sent you here) and complete the 10-minute survey, which must be submitted by February 23, 2016.

Thank you very much for your participation,

Very sincerely yours,

Jane Doe

CEO/Chair....

Mycompany