[Sections in blue are to be altered according to each organisation’s/contractor’s needs]

 [Organisation name/logo]

Dear colleague,

**NHS Staff Survey: last chance to share your views and make your voice count**

**This is a final reminder for anyone who has still to respond.** Please set aside a few minutes today or tomorrow.

The NHS Staff Survey is run in partnership with trade unions and is one of the best ways for you to make your voice heard about your job, your organisation and the NHS.

Thousands of NHS Staff have already taken up this opportunity to help improve our NHS.

**What you need to do:**

Complete the survey by clicking here: [insert weblink]

Your login is: [login details (if applicable)]

We need to hear from you by: [insert closing date]

**Responses to this survey are strictly confidential.** No one from where you work, or the NHS, will see your completed survey or be able to identify individual responses.The information you enter in the survey is returned to an independent external research company [Contractor] and not to your organisation. The reports they provide are all completely anonymised.

If you need help completing the survey, please email [contractor email] or call [contractor number]. Information about the survey is available at [www.nhsstaffsurveys.com](http://www.nhsstaffsurveys.com).

[I/We] appreciate this is an additional demand on your time, but your feedback is really important for the future of our NHS.

Yours sincerely,



Jenny King

Chief Research Officer

NHS Staff Survey Coordination Centre

[ORGANISATION CHIEF EXECUTIVE’S SIGNATURE MAY ALSO BE ADDED BELOW OR ALONGSIDE]

Diagram

Description automatically generated