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

 [Organisation name/logo]

[*if letter:* date]

Dear colleague,

**Coming soon: The 2024 NHS Staff Survey – Your voice counts**

[I am/we are] writing to let you know that you will be receiving the 2024 NHS Staff Survey in [about two weeks’] time and to urge you to take part and complete it as fully and frankly as you can.

Optional text Bank Staff Survey

[Eligibility to participate in the NHS Staff Survey has been extended to bank only workers. The inclusion of bank only workers in the NHS Staff Survey will help to improve the working experience of bank only workers and will help influence positive changes that will ultimately improve patient experience and outcomes.]

The questionnaire aligns with the **NHS People Promise**. The themes and words that make up the People Promise come from those who work in the NHS as the key themes that would improve their experience of working in the NHS. By taking part in the survey, you can help us to understand what it’s really like to work here and help us to improve [the NHS / organisation name].

For example, [A short paragraph may be added to show how results from previous surveys have been used to make improvements in this organisation. A link to a chief exec letter can be included here.]

**Please be reassured that no one from your work, or the NHS, will be able to see your survey or be able to identify individual responses.** All responses to the survey are strictly confidentialand will be handled by [INSERT CONTRACTOR NAME] on behalf of your organisation.

**We want to hear from you**, whatever your role or background, so we can be sure the survey results reflect the experience of everyone who works here.

[Add brief additional info about incentive schemes if required]

[You will be invited to take part in the survey by email. / You will be receiving a paper questionnaire.] **If you have not received [an invitation/a questionnaire] in [two weeks’ time],** **please call [contractor number].**

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

Yours faithfully,



Jenny King

Chief Research Officer

NHS Staff Survey Coordination Centre

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