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

 [Organisation name/logo]

[date]

Dear colleague,

**NHS Staff Survey: last chance to share your views – Your voice counts**

**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.

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.]

**What you need to do:**

Complete the paper survey accompanying this letter and return it, using the pre-paid envelope, to: [Insert contractor name and address]

OR, IF YOU PREFER,

Complete the survey online at [insert online link and log in details] or by scanning the QR code below:

[FOR BANK SURVEY PLEASE USE ONLY THE TEXT BELOW]

**What you need to do:**

Complete the survey online at [insert online link and log in details] or by scanning the QR code below

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

**The link in this letter is unique to you. Please do not share it with anyone else.**

NHS staff often ask whether the NHS Staff Survey is confidential. The answer is yes: **no one from where you work, or the NHS, will see your completed survey or be able to identify individual responses:**

1. The information you enter in the survey is returned to an independent external research company [Contractor] and not to your organisation.
2. [Contractor] then collates and analyses the data for your organisation; the reports they provide are all completely anonymised.
3. Results will only be reported to organisations in summary form and in such a way that it is impossible to identify an individual's responses.
4. Any barcodes, unique identification numbers or personalised links [Contractor] uses in administering the survey are not shared with your organisation; they are only used to allow [Contractor] to send reminders to staff who have not completed the survey and to ensure that survey responses are assigned to the correct NHS 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]

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).

[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]