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

 [Organisation name/logo]

[date]

Dear colleague,

**NHS Staff Survey: reminder to respond**

[I/We] recently wrote to invite you to take part in this year’s survey. If you haven’t yet responded, this letter is to remind you not to miss out on your opportunity to help improve [the NHS / organisation name].

**What you need to do:**

Complete the paper survey that accompanied the original letterand return it using the pre-paid envelope, to:[Insert contractor name and address]

If you have not received a copy of the paper survey, please call [contractor number].

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

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

Lots of your colleagues have already responded, but we don’t want to miss hearing the views of NHS staff like you. The NHS Staff Survey is run in partnership with trade unions and is one of the best ways for you to share your views about your job, your organisation and the NHS.

**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 on www.nhsstaffsurveys.com

[I’ll/We’ll] send another reminder in a couple of weeks but hope you will have responded by then.

Yours sincerely,



Jenny King

Chief Research Officer

NHS Staff Survey Coordination Centre

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