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

 [Organisation name/logo]

Dear colleague,

**NHS Staff Survey: reminder to make your voice count**

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.

Within the NHS – nationally, regionally and within your organisation – results from this survey will be used to improve working conditions for staff and ultimately improve patient care.

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 survey by clicking here: [insert weblink]

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

**The link in this email 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 yet 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 at [www.nhsstaffsurveys.com](http://www.nhsstaffsurveys.com).

Thank you for taking the time to respond to this important survey.

Yours sincerely,



Jenny King

Chief Research Officer

NHS Staff Survey Coordination Centre

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

