Invitation and reminder email templates

People matter survey 2024

Contents

[Template 1 – Promotion email from head of organisation 2](#_Toc69460501)

[Template 2 - Invitation email 4](#_Toc69460502)

[Template 3 - Reminder email 6](#_Toc69460503)

This document is part of the [People matter survey 2024 resources](https://vpsc.vic.gov.au/data-collection/about-the-people-matter-survey/resources-for-survey-coordinators/survey-promotion-and-resources/).

### Template 1 – Promotion email from head of organisation

Send this email at least 1 week before the survey starts.

**[Subject line]**

2024 People matter survey is coming soon

**[Email copy]**

Dear <colleagues>

You’ll soon receive your invitation to take part in the 2024 People matter survey.

The survey is a safe and anonymous way for you to have your say.

You’ll be asked how you experience different aspects of our workplace including job satisfaction, diversity and inclusion and work-related stress.

The survey is relevant to all employees regardless of where and how you work, including on the front line.

The survey will be open from **Monday 7 to Friday 25 October 2024.**

Your feedback will help support you and improve our workplace and culture.

We take the results from the survey seriously, as they help shape important decisions within our organisation and the Victorian public sector.

We encourage you to be open and honest in your responses.

**Your privacy and anonymity**

The Victorian Public Sector Commission runs the independent survey and uses strict rules to protect your privacy and anonymity at every stage of the survey.

To protect you, they:

* use an anonymous survey link and everyone in our organisation receives the same survey link
* de-identify all survey response data provided to our organisation
* only provide our organisation with survey results for teams or demographic groups when they have 10 or more responses
* don’t collect your date of birth or employee ID
* don’t link free-text comment reporting to any other survey information.

All information is handled in line with Victorian and Commonwealth law.

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/peoplematterprivacy) to find out more.

Regards

<Name>  
<Organisation head/title>

### Template 2 - Invitation email

Please tailor as required and insert the survey link provided to you.

Send this email on the day the survey starts.

**[Subject line]**

Invitation to take part in the 2024 People matter survey

**[Email copy]**

Dear <colleagues>

<I/We> invite you to take part in the 2024 People matter survey.

The survey is a safe and anonymous way for you to have your say.

You’ll be asked how you experience different aspects of our workplace including job satisfaction, diversity and inclusion, and work-related stress.

The survey is relevant to all employees regardless of where and how you work, including on the front line.

Your feedback will help support you and improve our workplace and culture.

We take the results from the survey seriously, as they help shape important decisions within our organisation and the Victorian public sector.

We encourage you to be open and honest in your responses.

**How to start the survey**

You have until midnight **Friday 25 October 2024** to do the survey.

Start your survey [Include your survey link here]

If you can’t do the survey in one sitting, you can save and continue later from the same desktop or mobile device.

**Help with the survey**

If you need technical help with the survey, contact your Survey Coordinator on <phone number> or email <email address>.

Or email [people.matter@vpsc.vic.gov.au](mailto:people.matter@vpsc.vic.gov.au).

**Your privacy and anonymity**

The Victorian Public Sector Commission runs the independent survey and uses strict rules to protect your privacy and anonymity at every stage of the survey.

To protect you, they:

* use an anonymous survey link and everyone in our organisation receives the same survey link
* de-identify all survey response data provided to our organisation
* don’t collect your date of birth or employee ID
* delete your email address, if you use it to save and continue the survey, at the end of the survey period
* only provide our organisation with survey results for teams or demographic groups when they have 10 or more responses
* don’t link free-text comment reporting to any other survey information.

All information is handled in line with Victorian and Commonwealth law.

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/peoplematterprivacy) to find out more.

Regards

<Name>  
<Organisation head/title>

### Template 3 - Reminder email

Please tailor as required and insert the survey link provided to you.

Send this reminder at least 3 days before your survey closes.

**[Subject line]**

Reminder: the 2024 People matter survey closes soon

**[Email copy]**

Dear <colleagues>

This is your reminder that you have until **midnight Friday 25 October 2024** to take part in the 2024 People matter survey wellbeing check, if you haven’t completed it already.

The survey is a safe and anonymous way for you to have your say.

Your feedback will help support you and improve our workplace and culture.

We take the results from the survey seriously, as they help shape important decisions within our organisation and the Victorian public sector.

We encourage you to be open and honest in your responses.

**How to start the survey**

You have until **midnight Friday 25 October 2024** to do the survey.

Start your survey [Include your survey link here]

If you can’t do the survey in one sitting, you can save and continue later from the same desktop or mobile device.

**Help with the survey**

If you need technical help with the survey, contact your Survey Coordinator on <phone number> or email <email address>.

Or email [people.matter@vpsc.vic.gov.au.](mailto:people.matter@vpsc.vic.gov.au)

**Your privacy and anonymity**

The Victorian Public Sector Commission runs the independent survey and uses strict rules to protect your privacy and anonymity at every stage of the survey.

To protect you, they:

* de-identify all survey response data provided to our organisation
* don’t collect your date of birth or employee ID
* delete your email address, if you use it to save and continue the survey, at the end of the survey period
* only provide our organisation with survey results for teams or demographic groups when they have 10 or more responses
* don’t link free-text comment reporting to any other survey information.

All information is handled in line with Victorian and Commonwealth law.

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/peoplematterprivacy) to find out more.

Regards

<Name>  
<Organisation head/title>