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Email Template for February

Theme: February Feedback (Employee Survey)

Fill in the [highlighted parts]

[Employees]

**Subject:** We want your feedback on our retirement benefit

Hi [Name],

Our company’s retirement plan is more than a box to check. Your financial wellness is important to us—now and even after your working days are done.

Take this 3-minute survey to help us understand your experience with our retirement plan and to give feedback that can make the plan better. **The survey is attached.** Please complete and return it to [Contact Name & Email] by [Date].

Thank you for your help! It really can make a difference.

All the best,

[Your Name]

[Signature/Contact]

[**Note to Employer**: For the best experience for your employees, please [**click here**](https://www.fishersmb.com/employee_survey_february/) to download the survey and then attach it to this email.]

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