

Example for accompanying letter from which you can modify a suitable version for your own organization.

KivaQ workplace wellbeing questionnaire

The workplace wellbeing is an essential part of every employee's wellbeing. Our company will therefore monitor the workplace wellbeing using this short KivaQ questionnaire.

Good workplace wellbeing correlates with both productivity and profitability and is crucial for a successful future also for our company.

Response

The KivaQ questionnaire is very short and responding takes only a couple of minutes. Your response is anonymous and the results will be analysed confidentially. The results will be presented only on group level and individual answers will not be distinguishable.

To respond to the questionnaire please use this direct link
Alternatively, go to www.kivaq.com and fill in the questionnaire code in the "Answer" box. You can respond from either your PC or smartphone.

The program accepts your response when you have responded to every question (open questions are not mandatory). The program will thank you when you have completed the questionnaire and you will know that your response has been registered.

Please respond as soon as possible but not later than

It is very important that every employee responds to this questionnaire. Thus we will have a reliable result on the workplace wellbeing in our department/organization.

Results The results of this questionnaire will be presented to all employees in (month).

Additional information

If you need additional information about the KivaQ questionnaire please contact N.N. tel 123456 or e-mail xxxxx.yyyyy@company.com