**(Your Company Logo)**

 **Information in advance**

 **The following information might be shared on intranet, by email or**

 **shared during a meeting a few weeks before the questionnaire is sent**

 **out.**

**Subject:** KivaQ W Wellbeing at Work questionnaire during the period **dd.mm.yyyy -dd.mm.yyyy**

Dear **xx,**

Wellbeing at work is very important when it comes to our employee’s wellbeing. Wellbeing at work correlates with the organisation´s productivity and profitability and is therefore substantial to our success.

We believe that it is important to follow up and develop our personnel’s wellbeing at work. That is why we will be sending out an invitation to answer a questionnaire named KivaQ W.

The KivaQ W questionnaire is short and fast to answer with only 7 questions and gives us a picture of the present wellbeing at work. It is important that we get answers and opinions from all employees.

The results from the questionnaire are used as a starting point so we can develop our wellbeing at work together by planning concrete actions.

The answers are confidentially stored in KivaQ’s database.

The results will be presented when the questionnaire has been answered. **(Time and place, if known)**

If any questions, please do not hesitate to contact me.

Best Regards,

**Organisation´s contact person + contact details**

**(Your Company Logo)**

 **Cover letter for questionnaire link distribution**

 **The following information is sent out when it is time to answer the**

 **questionnaire. Take your time to think about all available distribution channels you can use to make sure that as many as possible will answer**

 **the questionnaire.**

**Subject:** You are now able to answer the KivaQ W wellbeing questionnaire**!**

Dear **xx,**

We believe that it is important to follow up and develop our personnel’s wellbeing at work. It is now time to answer the KivaQ W questionnaire. **Following instructions below tells you how to do it.**

 **How to answer the questionnaire**

The KivaQ W questionnaire is short and fast to answer. The questionnaire is answered anonymously, and the answers are confidentially stored at KivaQ. You know that your answers have been registered after receiving a thank you notification with your KivaQ index (= 7 standard questions average).

 Use this link **(input link here)** to answer the questionnaire. A smartphone or

 tablet can also be used to answer the questionnaire.

 Please answer **right away,** but latest **within a week.**

It is important that we get answers and opinions from all employees. All answers are very valuable so we can get a reliable view of our organization’s wellbeing.

The results from the questionnaire are used as a starting point so we can develop our wellbeing at work together by planning concrete actions.

 **The Result**

The questionnaire result will be presented **(Time and place, if known)**

If any questions, please do not hesitate to contact me.

Best Regards,

**Organisation’s contact person + contact details**