**INFORMATION IN ADVANCE**

**The following information can be shared on the intranet, via email, or informed at a meeting about a week before the questionnaire invitation is sent out**.

**Title:** KivaQ R&H, Remote & Hybrid questionnaire for x employees during week y

Dear **colleagues,**

We are conducting a KivaQ R&H questionnaire during week x to investigate the current experiences of employees regarding remote and hybrid work.

The purpose of this questionnaire is to gather information that will help us develop the organization's way of working.

The survey is answered anonymously. Every response is important!

The responses are stored in KivaQ's database and treated confidentially.

A summary of the questionnaire results will be made. The summary will be made available to all staff, and we hope that the results will be discussed constructively among the units and teams.

I am happy to answer questions if you want more information.

Sincerely,

**Contact person at the organization + contact details**

**COVER LETTER FOR QUESTIONNAIRE LINK DISTRIBUTION**

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

**Carefully consider all possible communication channels you can use to ensure that as many people as possible answer the survey.**

**Title:** KivaQ R&H (Remote & Hybrid) remote and hybrid questionnaire can be answered now!

**Dear colleagues,**

This message contains a link to the KivaQ R&H questionnaire.

**Answering the survey**

The KivaQ R&H questionnaire has 7 questions to map employees' opinions and thoughts on remote and hybrid work.

The questionnaire is answered anonymously, and the responses are stored confidentially in KivaQ's database. You will receive a thank you message when your response has been saved.

Use this direct link *(copy the response link here)* to answer the survey.

Please answer **as soon as possible**, but no later than within a week.

By answering the survey, you help us develop our organization in terms of remote and hybrid work. The goal is to get a comprehensive picture of employees' experiences regarding the organization's remote and hybrid work, discuss the results, and develop our practices.

**Results**

A summary of the questionnaire results will be made. The summary will be made available to all staff, and we hope that the results will be discussed constructively among the units and teams.

I am happy to answer questions if you want more information.

Sincerely,

**Contact person at the organization + contact details**