* *This is an example of an introduction mail to managers.*
* *Copy and paste, edit so the information is correct according to you.*
* *If you have activated SSO (single sign on), the information about choosing a password can be deleted.*
* *Regarding the minimum number of responses required to display a result for a group, you set this under Settings in Simployer &frankly. You must choose at least 3.*

**Introduction mail to managers** (English)

Subject: We are introducing Simployer &frankly – a pulse/survey tool!

Hi leaders,

We are happy to announce that we will begin measuring engagement and well-being with the tool Simployer &frankly, provided by Simployer Group. It is a pulsed survey tool which enables us to measure engagement and well-being in a scalable and easy way!

**Why are we doing this?**

* We think it is important to put engagement and well-being on the daily agenda.
* We want to create a continuous dialogue between you and your team.
* We want to make sure everyone’s voice is heard!

**When are we starting?**

We are going to send out the first pulse survey [date]. From then on, we plan to conduct pulse surveys every [month, quarter]. In addition, it will be possible for you as a leader to send out pulse surveys to your own team.

**How will it work?**

* Soon you will receive a e-mail from Simployer &frankly, which indicates that you can sign into your own account at <https://www.simployer.com/andflylogin>
* The first time you sign in you will need to choose a password, which you then confirm in your inbox.
* You will receive an e-mail when you have questions to answer! Simployer &frankly has a user-friendly mobile app, which can be downloaded for free in the App Store or on Google Play. Search for “&frankly” to find it. When signed into the app you will get notifications directly to your phone!

**How is anonymity assured?**

The provider Simployer &frankly is bound by contract to handle and maintain all responses in an anonymous way → Results are only generated for a question if there is a minimum of Xresponses. Therefore, no one will have access to a single person’s responses.

**What is expected of me as a leader?**
[Fill out, for example: Present and discuss results in their group, schedule pulses]

Please let us know if you have any questions. Otherwise, just wait for the first activity in Simployer &frankly!

Thank you!