

<< Insert Company Logo >>

Name

Address1

Address2

Address3

Address4

<<Insert Date>>

Dear << insert Name >>

**Invitation to complete survey**

xxxxx is committed to protecting the health, safety and welfare of their employees. xxxxx acknowledge the importance of addressing mental wellbeing in the workplace and are using HSENI’s management standards approach to this.

HSENI has been asked by xxxxx to independently carry out a mental wellbeing at work survey. The survey consists of 35 simple one-line questions and some basic items about your work. The survey is designed to find out how you feel about various aspects of working conditions here. We are asking you and your colleagues to do this to be sure that we are doing all we can to make this a good place to work. The questions asked do not allow for any individual to be identified.

When the surveys have been analysed, the next stage will be to organise focus groups to confirm the results, decide what the key issues are and develop solutions. Please take the time to complete the survey as it will provide an indication of where any problem areas might be. Don’t rely on others to raise issues, mental wellbeing is a subjective problem and can affect people in different ways.

Your responses to this survey will remain anonymous and only group data will be presented. It **will not** be used as an evaluation of your work or capabilities.

You are invited to attend one of these sessions which will be held **?????**. **The details of the sessions are ??????.**

Your **branch/line manager** will be contacted to facilitate your attendance at one of the sessions. The session will last approximately 20 minutes. All information gathered during these sessions will be collated anonymously by HSENI.

I would like to take this opportunity to thank you in advance for your co-operation.

Yours sincerely,

Mental Wellbeing at Work Advisory Service