

Survey results follow-up email template

Share engagement survey results honestly and commit to specific actions with owners and dates.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

The results email is more important than the survey invitation. It shows employees whether their feedback mattered. Share the overall participation and results, including the uncomfortable parts, and commit to two or three specific actions with owners and dates. Then report back on progress.

Resist the urge to only share good news. Employees already know where the problems are, since they told you. A leader who says plainly we heard that workload is too high, and here is what we are doing, earns more trust than a polished summary of strengths. Our engagement guide covers how to turn results into action.

Version 1: Company-wide results

SUBJECT What you told us, and what we're doing about it

Hi everyone,

Thank you to the [Percentage] of you who took this year's engagement survey. Here is what we learned.

What's working: [Two strengths, with numbers, such as 84 percent say they understand how their work connects to our goals].

Where we need to improve: [Two or three issues, stated plainly, with numbers, such as only 48 percent believe workloads are manageable].

What we are going to do:

1. [Action], owned by [Name], by [Date]
2. [Action], owned by [Name], by [Date]
3. [Action], owned by [Name], by [Date]

Your manager will share your team's results and discuss them with you by [Date].

We will report progress on these actions in [Month]. Please keep telling us what's working and what isn't.

[CEO or HR leader name]

Version 2: Manager to team

SUBJECT Our team's survey results

Hi team,

Thanks for taking the survey. Our team's results are attached [or here: Link].

Two things stood out to me: [strength] and [issue]. I want to hear your thoughts before we decide what to do, so I have put 45 minutes on the calendar for [Date] to talk it through together.

Come with ideas. I would rather fix one thing well than promise five.

[Manager name]

Subject lines to try

- What you told us, and what we're doing about it
- Our team's survey results
- [Year] survey results and next steps
- You spoke, we listened: survey results
- Survey results: three actions we're taking

How to personalize it

- Share the bad news as plainly as the good.
- Commit to no more than three actions.
- Name an owner and a date for each action.
- Report progress publicly a few months later.

Mistakes to avoid

- Sharing only the highlights.
- Trying to figure out who said what.
- Announcing actions with no owner or date.
- Defensiveness about low scores.

When to send it

Share company results within four weeks of the survey closing, and team results within six weeks. Report

progress on actions three to six months later, ideally before the next survey.

| Before you hit send

- Feedback is tied to specific examples and dates, not personality.
- Deadlines avoid peak workload periods and holidays.
- Nonexempt employees can complete the task during paid time.
- HR reviewed anything formal, such as a PIP, for timing and consistency.
- Employees know how their input will be used.

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