

Data Collection Communications

Template 7 – Final Reminder

From Project Owner within client organization: DEI/HR Manager.

When

One day before the survey closes.

Why

This email goes out the day before the survey closes to create a sense of urgency among employees who are waiting until the end.

Once again, this message either comes from Pulsely's system or yours depending on the project approach. *(If the message comes from Pulsely, it will be delivered only to non-respondents. On the other hand, if the message comes from your internal systems, it will have to be sent to all employees regardless of response/no-response).*

The templates below will pertain only to the option where you, as the employer, are sending these communications to your employees via your internal systems.

(If Pulsely is sending the survey email invitation and reminders, those templates would be found in your Project Plan where you can review, adapt and customize them prior to launch.)

Please choose the correct template by clicking on the buttons below.

Which of these assessments are you currently conducting?

- **Only ILA** (Inclusive Leadership Assessment)
- **Only DEID** (DEI Diagnostic)
- **Both ILA and DEID** at the same time

(If you're not sure, please address your concern with your Pulsely project manager.)

ILA for a
Leadership Team

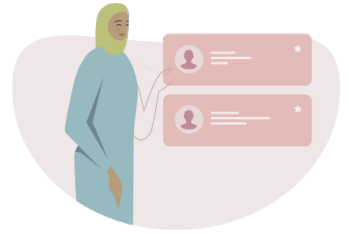
ILA for an
Organization or
Department/Unit

DEI Diagnostic

Both ILA and
DEI Diagnostic



ILA for a
Leadership Team



Thank you, everyone, for your responses to the [COMPANY] Inclusive Leadership Survey.

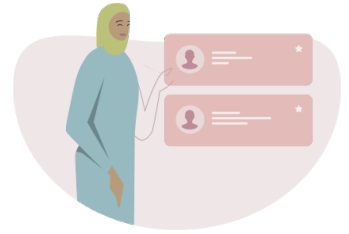
This is a final reminder that **the survey will close at the END OF TODAY.**
We know you are juggling many priorities but **PLEASE make time to complete the survey as soon as possible.**

Your input is critical to helping to craft the path forward for our organization.

Thank you in advance for your participation.

Click [HERE](#) to access the Survey

ILA for an
Organization or
Department/Unit



Thank you, everyone, for your responses to the [COMPANY] Culture Survey.

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DEI Diagnostic



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Both ILA and
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