

teamecho announce by e-mail



Here you will find templates for announcing teamecho to your employees via e-mail. It is up to you whether you use these templates or choose a different form of announcement. The main thing is that you inform everyone about the most important points for the start with teamecho.

Around 1-2 weeks before start

Subject: Mood barometer for [company name].

Dear colleagues,

with the start [next week/the week after] we will introduce a new software called teamecho. The aim is to use teamecho to obtain honest feedback on an ongoing basis in order to strengthen our corporate culture together.

You will have the opportunity to provide your feedback anonymously in regular short surveys and thus help to positively shape the internal culture and communication in an uncomplicated way.

In the interest of maximum transparency, the evaluation will also be visible to you. This will enable us to find solutions to emerging issues together at an early stage.

At the beginning, you need to register with an e-mail address and a password of your choice. This authentication is only necessary for the correct allocation of the questions as well as the display of your team results.

All answers are immediately encrypted and anonymized.

Neither for us nor for teamecho it is therefore possible to take a look at the personal answers and thus draw conclusions about individual persons.

You will receive an invitation email for the first participation on [Monday, 20.04.2020, at 07:00].

The short surveys will be conducted [weekly], each with different questions. The selection of questions is done by an intelligent algorithm that ensures that the right questions are asked at the right time. The answering takes about 1-2 minutes.

Enclosed you will find a short info sheet and an info presentation about teamecho.

We want you to find the best possible work environment at [company name], and hope for your participation to achieve this goal together.

If you have any questions, please do not hesitate to contact me.

Kind regards [sender]

Around 2-3 days before **start**

Subject: Mood barometer for [company name].

Dear colleagues,
shortly[, on "date",] we will start with teamecho as announced. The enclosed registration guide will show you how to register in teamecho.
The goal of teamecho is to get honest feedback on an ongoing basis in order to strengthen our corporate culture together.
Your honest opinion is very important to us, so we look forward to your feedback.
Kind regards [Sender]



Provide your employees with the following materials to get them started:

- Info presentation: more detailed information about teamecho on several presentation slides
- Guide "Registering with teamecho": step-by-step instructions for registering with the tool, participating in the surveys and viewing the results.