

NOTE: *Personalize phrases in red to farm or individual names.*

From: Farm Owner/Manager

Subject: Upcoming Farm Culture Survey

Dear Valued Employees:

In the coming weeks, we will be asking all of you to participate in a survey that will give us a better understanding of the employee experience **at our farm**. Your input, ideas, opinions, and suggestions are important to us. This survey is a forum for you to share your thoughts - both positive and negative - on what it's like to work here.

The results of the survey will be used to recognize things we are doing well, as well as areas that need improvement. It will help us with policy change and development. Results will also be used to improve the experience for future employees and overall performance of the team.

We will be working with **Extension Ag Educator** to evaluate the survey responses. I will not see individual survey responses, but rather, a summary of the findings from Extension. All your responses will remain anonymous and confidential. Please be honest when responding to the survey questions.

Once we have a chance to review the results, I will share the overall findings with you. I'll work with our managers to develop action plans for improvement. If there are policies that need to change, they will be. Leaders will receive feedback on their individual strengths and weaknesses.

My ultimate goal is that **this farm** will become a better place to work. I urge you to participate so that everyone is heard.

Thank you,

Farm Owner/Manager