**First Email**

**Subject**: CBIIT Internal Communications Survey: Your Feedback is Valuable!

Dear CBIIT Staff,

We want to hear your thoughts about CBIIT’s internal communications.

Please take 4 minutes to fill out this anonymous survey through the Microsoft Forms link below.

[CBIIT Internal Comms Survey](https://forms.office.com/g/tdBxD7hpDm)

Please complete the survey by**\_\_\_\_\_\_ 2023.** Your honest feedback is valuable to us!

Thank you,

CBIIT Communications Team

**Reminder Email**

**Subject**: RE: CBIIT Internal Comms Survey: Your Feedback is Valuable!

Dear CBIIT Staff,

This is a reminder to take the CBIIT internal communications survey.

Please take 4 minutes to fill out this anonymous survey through the Microsoft Forms link below.

[CBIIT Internal Comms Survey](https://forms.office.com/g/tdBxD7hpDm)

Please complete the survey by**\_\_\_\_\_\_ 2023.**

Thank you,

CBIIT Communications Team