**Email template for employees**

Why Officevibe?

As an organization, (COMPANY NAME) wants employees to be a part of building a greater workplace that focuses on people first. We genuinely want to see all our people grow and succeed within their teams.

That’s why we’re very excited to announce the arrival of a new Officevibe experience. We have now been using Officevibe for (x month or x years) and are using this opportunity to re-launch the initiative at large, to help foster engaged, happy and successful teams.

You’re probably wondering what this means for you, so we’ve listed a few key things you need to know:

What will this mean for you?

You will still receive your Officevibe Surveys every (frequency) and can share your valuable and timely Feedback on a continued basis. Thank you for your continuous participation, which directly contributes to improving your work environment.

The platform has gone through a redesign so it will look different, but the way you use it will stay the same!

A new tool has been added in order to give you and you manager a shared space for purposeful goal setting, coaching, and meaningful conversations - Your 1-on-1 meetings will now be scheduled through this tool in Officevibe! This tool provides a clear agenda made of talking points you and your manager can decide upon together.

Is this anonymous? Can I really express myself freely or will someone be able to know how I answered?

* The same anonymity rules still apply to the survey answers and feedback.  To preserve your anonymity, the answers of all members of a team are aggregated and then converted into scores. These scores are presented to managers in Officevibe Reports. Nobody, not even the Officevibe team, will be able to know who the author of a piece of Feedback is, or what scores an individual user has provided.
* The 1-on-1 meetings are a new and completely independent feature, which you will have access to as of (DATE). These meetings don’t tie in with the metric scores you are providing, nor your anonymous feedback.
* Team goals will be implemented in Officevibe, so that you and your team-mates can remain aligned & track your progress in the system; You can discuss them during your individual meetings with your manager.

When and how is this happening?

On (INSERT LAUNCH DATE) you will see Officevibe’s new look!

We strongly recommend you quickly login to your account and get familiar with the new layout. Your sign in details and data is all the way it was before.

Your manager will organize a team-meeting soon to walk you through the new 1-on-1 meeting format and discuss team goals to implement in the system.

If you have any questions or concerns, please don’t hesitate to reach out to your direct manager, or to (NAME + EMAIL).