

Sample Letter to Staff about Zero Suicide Workforce Survey

This letter can be used and adapted to request that staff complete the Zero Suicide Workforce Survey. It should be sent from the chief executive officer, or someone else in a position of leadership, to all staff members.

Dear Staff,

To better understand the needs of our workforce, we are asking you to complete an online survey about suicide and suicide prevention. The goal is to gain a general understanding of our organizations' ability to address issues related to suicide. There are no right or wrong answers. The survey is designed to provide our organization with feedback so that we can improve our staff training and patient services. We'd like to have the entire staff answer the survey as everyone's input matters.

The survey should take you between 10 and 15 minutes to complete. Many of the questions require reflection; we ask that you please answer each item thoughtfully and honestly. The survey should be completed in one sitting, and we ask that you take the time to complete it as soon as possible. If you exit the survey before it is completed, you will need to re-enter it and begin again.

Please complete this survey by <INSERT DATE>. If you have any questions, contact, <INSERT NAME AND CONTACT INFORMATION>. To complete the survey, click <INSERT SURVEY LINK>.

I would like to thank each of you for the good work that you already do and for your openness to new ideas in the coming months and years. Suicide must not be an option for those who have entrusted us with their care.

Signed,
<CEO>