



RESOURCE

# Sample Letter to Staff about the Zero Suicide Workforce Survey

This letter can be used and adapted to request that staff complete the [Zero Suicide Workforce Survey](#). You can use this letter as a start and then edit it to reflect your words and the vision and mission of your organization. We recommend that it is sent to each staff member from the CEO or someone in a position of leadership.

[Date]

Dear Staff Member,

To better understand your training needs related to suicide prevention, we're asking you to complete the Zero Suicide Workforce Survey. The online, *anonymous* Workforce Survey will help leadership understand how you feel about your skills and knowledge, comfort, and confidence in supporting individuals at risk of suicide.

There are no right or wrong answers. The Zero Suicide Workforce Survey is completely anonymous and designed to provide leadership with important information so we can address your needs. We want everyone to complete the survey, no matter your role. Everyone's feedback is important.

The anonymous survey should take you between 10 and 15 minutes to complete. The survey needs to be completed at one time. If you exit before you complete it, you will need to start the survey from the beginning.

Please complete the Zero Suicide Workforce 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 from our Zero Suicide work.

Signed,  
<CEO OR MEMBER OF LEADERSHIP>