# サーベイ招待状メールテンプレート（2014/10/27版）

## 英語テンプレート名



テンプレート5： 「CP360」

テンプレート2： 「SCP」「CP360」

テンプレート1： 「SCP」「CP360」

テンプレート4： 「SCP」「CP360」

テンプレート3： 「SCP」「CP360」

テンプレート6： 「CP360」

SCP： Sales CheckPoint CP360： CheckPoint 360°

# テンプレート1： 本人へのサーベイ通知「SCP」「CP360」

・件名：

Survey Notification regarding #SelfFirstName# #SelfLastName#

・本文:

Greetings #RespondentFirstName# #RespondentLastName#,

#CompanyName# would like to invite you to visit our Survey Center to complete your scheduled survey(s). You will be participating in this survey by answering questions about yourself. Surveys are a very important part of our organization’s leadership development process, so please complete these steps as soon as possible before #SchedulingExpirationDate#.

Please click on the following link to enter our Survey Center: #URL#
(If clicking doesn't work, copy and paste the link into your web browser address window, or re-type it there. Or, if you are prompted to enter an Entry Key, please enter #EntryKey#.)
If this is your first time here, you will be asked to create a password for re-entry.

**Please make sure you save this email and your new password in a safe place.
You will need both the link above and your password to re-enter the site.**

We know your time is very valuable and we appreciate your participation. If for any reason you have trouble accessing the site or your survey, please contact me for assistance.

Thank you!

#SchedulerFirstName# #SchedulerLastName#
#SchedulerEmail#
#CompanyName#

# テンプレート2： 本人へのサーベイリマインダー「SCP」「CP360」

・件名:

Survey Reminder regarding #SelfFirstName# #SelfLastName#

・本文:

Greetings #RespondentFirstName# #RespondentLastName#,

#CompanyName# would like to remind you to visit our Survey Center to complete your scheduled　survey(s). You will be participating in this survey by answering questions about yourself. Surveys are a very important part of our organization’s leadership development process, so please complete these steps as soon as possible before #SchedulingExpirationDate#.

Please click on the following link to enter our Survey Center: #URL#

(If clicking doesn't work, copy and paste the link into your web browser address window, or re-type it there. Or, if you are prompted to enter an Entry Key, please enter #EntryKey#.)

If this is your first time here, you will be asked to create a password for re-entry.

**Please make sure you save this email and your new password in a safe place.
You will need both the link above and your password to re-enter the site.**

We know your time is very valuable and we appreciate your participation. If for any reason you have trouble accessing the site or your survey, please contact me for assistance.

Thank you!

#SchedulerFirstName# #SchedulerLastName#

#SchedulerEmail#

#CompanyName#

# テンプレート3： 上司へのサーベイ通知「SCP」「CP360」

・件名：

Survey Notification regarding #SelfFirstName# #SelfLastName#

・本文：

Greetings #RespondentFirstName# #RespondentLastName#,

#CompanyName# would like to invite you to visit our Survey Center to complete your scheduled survey(s). As a supervisor of #SelfFirstName# #SelfLastName#, you have been chosen to participate in the process of assisting our organization with their development. Surveys are a very important part of this process, so please complete these steps as soon as possible before #SchedulingExpirationDate#.

Please click on the following link to enter our Survey Center: #URL#

(If clicking doesn't work, copy and paste the link into your web browser address window, or re-type it there. Or, if you are prompted to enter an Entry Key, please enter #EntryKey#.)

If this is your first time here, you will be asked to create a password for re-entry.

**Please make sure you save this email and your new password in a safe place.
You will need both the link above and your password to re-enter the site.**

We know your time is very valuable and we appreciate your participation. If for any reason you have trouble accessing the site or your survey, please contact me for assistance.

Thank you!

#SchedulerFirstName# #SchedulerLastName#

#SchedulerEmail#

#CompanyName#

# テンプレート4： 上司へのサーベイリマインダー「SCP」「CP360」

・件名

Survey Reminder regarding #SelfFirstName# #SelfLastName#

・本文:

Greetings #RespondentFirstName# #RespondentLastName#,

#CompanyName# would like to remind you to visit our Survey Center to complete your scheduled survey(s). As a supervisor of #SelfFirstName# #SelfLastName#, you have been chosen to participate in the process of assisting our organization with their development. Surveys are a very important part of this process, so please complete these steps as soon as possible before #SchedulingExpirationDate#.

Please click on the following link to enter our Survey Center: #URL#

(If clicking doesn't work, copy and paste the link into your web browser address window, or re-type it there. Or, if you are prompted to enter an Entry Key, please enter #EntryKey#.)

If this is your first time here, you will be asked to create a password for re-entry.

**Please make sure you save this email and your new password in a safe place.
You will need both the link above and your password to re-enter the site.**

We know your time is very valuable and we appreciate your participation. If for any reason you have trouble accessing the site or your survey, please contact me for assistance.

Thank you!

#SchedulerFirstName# #SchedulerLastName#

#SchedulerEmail#

#CompanyName#

# テンプレート5： サーベイの招待状「CP360」（部下・同僚・その他のグループ用）

・件名：

Survey Notification regarding #SelfFirstName# #SelfLastName#

・本文:

Greetings #RespondentFirstName# #RespondentLastName#,

#CompanyName# would like to invite you to visit our Survey Center to complete your scheduled survey(s). Surveys are a very important part of our organization’s leadership development process, so please complete these steps as soon as possible before #SchedulingExpirationDate#. You have been chosen to participate in this process by giving feedback on #SelfFirstName# #SelfLastName#, and will be participating as an anonymous respondent.

Please click on the following link to enter our Survey Center: #URL#

(If clicking doesn't work, copy and paste the link into your web browser address window, or re-type it there. Or, if you are prompted to enter an Entry Key, please enter #EntryKey#.)

If this is your first time here, you will be asked to create a password for re-entry.

**Please make sure you save this email and your new password in a safe place.
You will need both the link above and your password to re-enter the site.**

We know your time is very valuable and we appreciate your participation. If for any reason you have trouble accessing the site or your survey, please contact me for assistance.

Thank you!

#SchedulerLastName# #SchedulerFirstName#

#SchedulerEmail#

#CompanyName#

# テンプレート6：サーベイのリマインダー「CP360」（部下・同僚・その他のグループ用）

・件名：

Survey Reminder regarding #SelfFirstName# #SelfLastName#

・本文:

Greetings #RespondentFirstName# #RespondentLastName#,

#CompanyName# would like to remind you to visit our Survey Center to complete your scheduled survey(s). Surveys are a very important part of our organization’s leadership development process, so please complete these steps as soon as possible before #SchedulingExpirationDate#. You have been chosen to participate in this process by giving feedback on #SelfFirstName# #SelfLastName#, and will be participating as an anonymous respondent.

Please click on the following link to enter our Survey Center: #URL#
(If clicking doesn't work, copy and paste the link into your web browser address window, or re-type it there. Or, if you are prompted to enter an Entry Key, please enter #EntryKey#.)
If this is your first time here, you will be asked to create a password for re-entry.

**Please make sure you save this email and your new password in a safe place.
You will need both the link above and your password to re-enter the site.**

We know your time is very valuable and we appreciate your participation. If for any reason you have trouble accessing the site or your survey, please contact me for assistance.

Thank you!

#SchedulerFirstName# #SchedulerLastName#
#SchedulerEmail#
#CompanyName#