

Participant Welcome Email

Dear Participant first name last name,

Welcome to the Leadership Profile.

Your account is set up and you can begin at any time. The deadline for completing the survey is date.

Here is the information you need to access the survey.

Web Address: <http://survey.theleadershipcircle.com>

Email:

Password:

Please contact me at the e-mail address below with any questions.

Warm regards,

Consultant/Coach Name

Consultant/Coach Email

Evaluator Welcome Email

Dear Evaluator first name last name,

I'm using Leadership Profile to gain insight into how I lead and interact with others. I'm asking you to take about 20 minutes to complete an online survey about me. Please respond to each statement to the best of your ability. Your anonymity is assured unless you are my Boss or Boss's Boss, whose responses are reported alone.

Please note that your survey needs to be completed by date.

To begin, click on the web address below:

<http://survey.theleadershipcircle.com>

Your account information is:

Email:

Password:

Thank you, in advance, for completing the survey.

Participant Name

Participant Email

Reminder Email

Dear First name Last name,

Recently you were asked to complete an on-line survey. The deadline of date is fast approaching.

Here is the information you need to access the survey.

Web Address : <http://survey.theleadershipcircle.com>

Email:

Password:

Warm Regards,

Name

Email

Forgot Password Email

Dear First name Last name,

It seems you have forgotten your password.

Your password is:

Click the link below to login:

<http://survey.theleadershipcircle.com>

Warm Regards,

The Leadership Circle