

## Employee View of Sender Information:



Sender Name on Email: employeeInsite @ {Your Company Name}  
Sender Email: <donotreply@employeeinsite.work>



SMS Number\*: (309) 322-7889  
\*If this communication option is selected

### Invitation Email

Welcome email with the assessment link

**Subject:** Your Company Name, invites you to access employeeInsite

{{user\_first\_name}}, Welcome to employeeInsite

{{client\_name}} has partnered with employeeInsite to give you **Peak Coach** - your personalized AI assistant that helps you:

- ✓ Understand your unique motivators
- ✓ Prepare for challenging conversations
- ✓ Create instant customized meeting agendas
- ✓ Draft messages / emails to colleagues
- ✓ And more...

This is not:

- × Another company survey
- × A personality test
- × A waste of time

{{client\_name}} has set a goal to have employees complete this by **{{survey\_close\_date}}** (but you wouldn't want to wait that long anyway, right?)

Click the link below to take your assessment, get your **personalized report**, and enable **Peak Coach** to best assist you.

- The employeeInsite Team

[Begin](#)

Want to see it in action first? [Check out this 1-minute video](#)

410 N Main Street  
East Peoria, Illinois 61611  
[employeeinsite.work](http://employeeinsite.work)

### Reminder Email

Reminder sent to employees with incomplete assessments

**Subject:** Reminder: First Name, your Peak Coach awaits

Hi {{user\_first\_name}}, a quick reminder

We know inboxes fill quickly, so we wanted to make sure you didn't miss this.

It doesn't take long for **Peak Coach** to be ready for you. It's your personal assistant that:

- ✓ Provides clarity on what drives you
- ✓ Drafts emails and meeting agendas
- ✓ Helps you prepare for a difficult conversation
- ✓ And more...

Over {{x\_percent}}% of your colleagues are using Peak Coach. Help {{client\_name}} reach 100% by their target date of **{{survey\_close\_date}}**.

Click the link below to take your assessment and enable **Peak Coach** to best assist you.

[Begin](#)

Want to see it in action first? [Watch this 1-minute video](#)

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### Invitation Text

**First name, your company name** has partnered with employeeInsite to give you Peak Coach - your personal AI assistant. Take your assessment to get started. Due by **survey close date**.

Begin: *click link for personal assessment.*

### Reminder Text

Hi **first name**, a quick reminder - Your colleagues are already using Peak Coach. Complete your assessment to unlock Peak Coach. **your company name's** target completion date is **survey close date**.

Begin: *click link for personal assessment*

## Final Scheduled Reminder Email

Lets employees with incomplete assessments know the employer's expected assessment window is closing soon

**Subject:** Final Reminder: *First Name*, your Peak Coach awaits



Hi *{{user\_first\_name}}*, time is running out

A quick recap in case this got lost (or buried) earlier:

*{{client\_name}}* is requesting you complete your assessment before *{{survey\_close\_date\_with\_time}}*.

Over *{{x\_percent}}*% of your colleagues are using Peak Coach. Here's what it helps them do:

- ✓ Understand what drives them
- ✓ Draft emails and meeting agendas
- ✓ Prepare for difficult conversations
- ✓ And more...

You can quickly get started below.

- The employeeInsite Team

[Begin](#)

If you'd rather take a quick look first, [here's a 1-minute overview](#).

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### Final Scheduled Reminder Text

Hi *first name*, time is running out - *your company name* is requesting you complete your assessment before *survey close date and time*. Your colleagues are already using Peak Coach. Complete it now to unlock Peak Coach.

Begin: *click link for personal assessment*

## Completion Email

Sent upon completion with easy access to results and Peak Coach

**Subject:** *First Name*, you're all set! Here's how to access Peak Coach



Thank you, *{{user\_first\_name}}*!

You've completed your assessment and **Peak Coach** is ready to go. It's your personal AI assistant built around your unique motivators and ideal work experience.

Here's how to get back to **Peak Coach** anytime:

★ **Bookmark it**  
Save [app.employeeinsite.work](#) in your browser for quick access from your computer.

📱 **Add it to your phone**  
Access Peak Coach on the go. [Follow our quick setup guide](#) to add it to your home screen.

- The employeeInsite Team

[Go to Peak Coach](#)

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[employeeinsite.work](#)

### Completion Text

*first name*, you're all set! Peak Coach is ready and built around your unique motivators. Bookmark [app.employeeinsite.work](#) for quick access, or add it to your phone: [docs.employeeinsite.work/resources/mobile\\_access\\_guide.pdf](#)