# Thanking a participant email template

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| Send this email after a participant has taken part. This email gives them their incentive and invites them to take part in future research. It also reminds them they can still change their mind about participating.  This template contains sample wording and guidance on what to include. Check and update any [text in square brackets].  Remember to attach the agreed incentive to the email.  [Browse our collection of user research templates and guides](https://github.com/essexcountycouncil/ur.templates-and-guides/)  [Give your feedback](https://forms.office.com/r/kCKSzv91SP) and help us improve this template. |

## Email template

**Subject line:** Thank you for taking part in our research

Dear [first name],

Thank you for taking part in research at Essex County Council. Your feedback is valuable to us. [Explain how you’ll use their feedback. For example, we will use it to improve our website.]

In return for your participation, we have attached your [incentive type and amount] to this email.

You are free to change your mind about taking part. You do not need to explain why. Email us at [shared team email address].

You will be eligible to take part in our research again after six months. Please email us you would like to take part.

Thank you for your participation