

Dear Team,

As part of our commitment to sustainability and reducing our carbon footprint, we encourage all employees to adopt energy-efficient practices in the workplace.

Here are a few simple ways to contribute:

- Turn off lights and unplug devices when not in use.
- Utilize natural light whenever possible.
- Set computers and monitors to sleep mode during breaks.
- Use energy-efficient light bulbs.
- Participate in recycling programs for paper and plastics.

By making these small changes, we can collectively make a significant impact on our energy consumption. Thank you for your ongoing commitment to a greener workplace.

Best regards,
[Your Name]
[Your Position]