

Subject: Commitment to Reducing Our Carbon Footprint

Dear Team,

As part of our ongoing commitment to sustainability, we are taking active steps to reduce our carbon footprint in the office. Everyone's participation is crucial to achieve this goal.

Strategies to Implement:

- Encourage carpooling and the use of public transport.
- Implement a paperless policy where possible.
- Utilize energy-efficient appliances and LED lighting.
- Promote recycling and waste reduction initiatives.
- Encourage remote working to minimize commuting.

We will be holding a meeting next week to discuss these initiatives further and gather your ideas. Your feedback is invaluable in making our workplace more sustainable.

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[Company Name]