

Dear Employees,

As part of our commitment to sustainability and energy efficiency, we encourage you to adopt energy-saving practices both at work and at home. Here are some tips to help us reduce our energy consumption:

- Turn off lights when leaving a room.
- Unplug devices and chargers when not in use.
- Use natural light whenever possible.
- Adjust thermostat settings for heating and cooling.
- Utilize energy-efficient appliances.
- Commute using public transport, carpool, or cycle when possible.
- Encourage teamwork in implementing energy-saving initiatives.

By implementing these simple changes, we can collectively make a significant impact on our energy use and contribute to a healthier planet.

Thank you for your cooperation!

Best regards,

Your Energy Conservation Team