

Transportation Service Incentive Program

Date: [Insert Date]

Dear [Employee Name],

We are excited to announce the launch of our Transportation Service Incentive Program aimed at promoting sustainable commuting options for our corporate employees. This program encourages our team to utilize public transportation, carpooling, or biking to work.

As part of this initiative, we are offering the following incentives:

- Monthly subsidies for public transportation passes
- Carpooling bonuses for employees sharing rides
- Bike maintenance vouchers for biking enthusiasts

To participate, simply complete the enrollment form attached to this letter and submit it to the HR department by [Insert Deadline]. Further details regarding the guidelines and benefits can be found in the program brochure attached.

We appreciate your commitment to reducing our carbon footprint while improving our community's well-being. Thank you for being a valued part of our team!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]