

Transportation Service Incentive Program

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to announce the launch of the Transportation Service Incentive Program designed to promote the use of sustainable transportation methods among our valued government employees.

As part of this program, you are eligible to receive incentives for utilizing public transportation, carpooling, biking, or walking to work. The following incentives will be offered:

- Monthly transit passes for public transportation.
- Reimbursement for carpooling expenses.
- Subsidies for bike maintenance and gear.

To participate in the program, please complete the attached application form and submit it to the Human Resources department by [Insert Deadline].

If you have any questions regarding this program, feel free to reach out to us at [Contact Information].

Thank you for your commitment to sustainable transportation solutions.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]