

Dear [Employee Name],

We are excited to announce a new Transportation Service Incentive Program aimed at supporting our remote workers. Your commitment to our team while working remotely is invaluable, and we want to make your commuting experience smoother.

This program offers financial incentives for using sustainable transportation options, including public transit, carpooling, and cycling. By participating, you can receive:

- Reimbursement for public transit fares
- Incentives for carpooling with fellow colleagues
- Expense coverage for bicycle maintenance

To enroll in the program, please complete the attached form and submit it to HR by [Deadline Date]. We will review applications and notify you of your eligibility.

Thank you for your dedication and contribution to our organization as a remote worker. If you have any questions, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Title]

[Company Name]