

Dear Team,

We are excited to announce our new initiative aimed at reducing energy consumption within our workplace. As part of our commitment to sustainability, we encourage each of you to actively participate in our energy reduction strategies.

Our Goals

- Reduce overall energy consumption by 20% over the next year.
- Increase awareness of energy-saving practices in the workplace.
- Encourage innovative ideas from all employees on how we can achieve these goals.

How You Can Help

1. Turn off lights and equipment when not in use.
2. Utilize natural light whenever possible.
3. Participate in our weekly energy challenges.
4. Share your suggestions and feedback with our energy committee.

We believe that each of you can make a significant impact, and together we can create a more sustainable work environment. Let's work together to make our energy reduction initiatives a success!

Thank you for your commitment to a greener future.

Best Regards,

[Your Name]

[Your Position]

[Company Name]