

# Dear [Employee/Team Name],

We are excited to announce the launch of our Organizational Climate Action Plan aimed at reducing our environmental impact and promoting sustainability within our workplace.

As part of our commitment to tackling climate change, we invite you to engage in this crucial initiative. Your input and participation are vital to the success of our plan. Together, we can create a more sustainable future for our organization and the community.

## How You Can Get Involved:

- Participate in upcoming workshops and training sessions.
- Provide feedback on our proposed strategies and targets.
- Join our climate action working group to share ideas and collaborate.

We encourage you to review the attached Climate Action Plan document and provide your thoughts by [date]. Your insights will help shape our approach and ensure that we are addressing the key issues relevant to our organization.

Thank you for your commitment to a sustainable future. Together, we can make a significant impact!

**Sincerely,**

[Your Name]

[Your Position]

[Company Name]

[Contact Information]