

# Dear Team,

We are excited to announce a complimentary shuttle service for all employees commuting to our remote work facilities. This service aims to facilitate easier transportation and enhance your work experience.

## Shuttle Schedule:

- Departure from Main Office: 8:00 AM, 9:00 AM, 10:00 AM
- Return from Remote Facility: 4:00 PM, 5:00 PM, 6:00 PM

## Pickup Locations:

The shuttle will pick up at the following locations:

- Main Office Parking Lot
- City Center Bus Station

## How to Reserve Your Spot:

Please reply to this email with your preferred shuttle time by Friday of each week to secure your spot.

We hope you take advantage of this convenient service!

**Best Regards,**

The HR Team