To: All Staff

From: [Your Name], [Your Position]

Date: October 13, 2023

Subject: New Employee Benefit: Transportation Credit Program!

Dear Team,

I am thrilled to announce a brand-new addition to our suite of employee benefits: the Transportation Credit Program! This initiative aligns with our ongoing commitment to enhance employee satisfaction, support your daily life, and contribute positively to environmental sustainability.

\*\*Program Overview:\*\*

Starting [effective date], all employees will be eligible to receive a monthly transportation credit of [amount] to be used towards your choice of public transportation options. This benefit aims to alleviate the costs associated with commuting, encourage the use of more sustainable transportation options, and ultimately, reduce our collective carbon footprint.

\*\*Eligibility & Scope:\*\*

- \*\*Who's Eligible?\*\* All full-time employees who have completed their probationary period are eligible for this benefit.

- \*\*What's Covered?\*\* The credit can be applied to various forms of public transport, including trains, buses, subways, and ferries. It can also be used for bike-share programs.

- \*\*What's Not Covered?\*\* Please note that this credit cannot be applied to ride-sharing services, taxis, or personal automobile costs, including gas, parking, or tolls.

\*\*How It Works:\*\*

1. \*\*Monthly Credit\*\*: Each month, the designated credit amount will be loaded onto a transportation card or reimbursed through payroll, depending on the most common practice in your location.

2. \*\*Usage Tracking\*\*: Employees are responsible for keeping track of usage and expenses. Please retain any relevant receipts or statements as they may be required for verification.

3. \*\*Unused Credits\*\*: Any unused amounts from your monthly credit will not roll over to the next month, so be sure to utilize the full benefit!

\*\*Getting Started:\*\*

1. \*\*Registration\*\*: To enroll in the program, please complete the Transportation Credit Program form available on the HR portal or contact [HR contact] by [specified date].

2. \*\*Verification\*\*: You may be required to submit a copy of your public transportation card, bike-share membership, or other relevant documentation for initial setup.

3. \*\*Distribution\*\*: Once enrolled, you'll receive your credit starting the subsequent month!

\*\*Questions or Feedback:\*\*

We understand you may have questions about this new program, and we’re here to help! Please don’t hesitate to reach out to HR with any inquiries or feedback regarding the Transportation Credit Program. Additionally, we will schedule a brief Q&A session on [date and time] to address common questions and ensure everyone is prepared to make the most of this benefit.

Your satisfaction is our priority, and we continuously strive to enhance the perks of being a part of our team. We're excited about the positive impact this program can have on both our employees' daily commutes and our environment. Thank you for your enthusiastic participation!

Best regards,

[Your Name]

[Your Position]