Dear employees,

Fighting traffic can be draining. Fortunately, there are solutions. If you’d like to consider switching up your commute to beat traffic, read on about what [ORGANIZATION] supports:

Teleworking - See [POLICY] for more information about working from home.

Alternative work schedules - Change start/end times to commute at off-peak times when traffic is lower, with supervisor approval. See [POLICY].

Public transportation - Leave the driving to someone else and ride Wave Transit. Our worksite is served by [ROUTE]. For more information, visit wavetransit.com. You can even request customized commuter training. Fares are $2 each way.

Carpooling - share driving costs with someone going your direction. Contact HR to be added to the carpool ride-matching interest list.

Bicycling/walking - If you live close enough, take advantage of [FACILITY] to get to work and get some exercise and fresh air at the same time.

For questions about your commute options, respond to this email. We’re happy to connect you to someone who can help you get the most out of your commute.