

## SAMPLE MEMO

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**Date:**

**To:** All Staff

**From:** Company Executive

**Subject:** Employee Commute Options Survey

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We are conducting a commuting survey this week among all employees. The purpose of the survey is to discover what methods we currently use to commute and what alternative methods are of most interest. The survey is required by Department of Environmental Quality's Employee Commute Options (ECO) rules. These rules are part of the Portland area clean air plan to keep the air clean in light of air pollution associated with continued growth in the region.

ECO requires employers to provide employees with incentives to use alternatives to driving alone to work. The results of the survey will be used by (company name) to design a transportation program that reflects the needs and desires of (company name) employees. We must receive completed surveys back from at least 75 percent of (company name) employees to meet the requirements.

The survey will be distributed via e-mail on (date). Please take a couple of minutes to fill out the survey and return in by (date). If you have questions, please talk to (transportation coordinator).

We will share the results with you in the employee newsletter when they are completed.

Thanks for your participation,

*Your Executive*