



Letter of Support FROM MGMT to EMPLOYEE

Public Works, 1026 W. Broadway Ave. Spokane WA 99260

Sample Letter from Management to Employee (encouraging employees to complete survey)

Date

Dear **<company name>** Employee:

The Inland Northwest is a beautiful place to live and work. **<Company name>** is committed to preserving the quality of life we all enjoy, by providing an effective commute trip reduction program for our employees.

To help reduce air pollution, traffic congestion and energy consumption, the state of Washington adopted the Commute Trip Reduction Law in 1991. **<Company name>** is required to survey their employees every 2 years to measure both the number of employees driving along to work as well as the vehicle miles traveled (VMT) from the home to the workplace.

Next week, you will be asked to complete a short survey which will help us better understand your transportation habits and needs. The results of the CTR Employee Questionnaire will allow us to enhance the effectiveness of our Commute Trip Reduction program for all employees.

Your input is essential to help us maintain our commitment to our employees, the community and the Inland Northwest.

Thank you for your assistance.

<name>

<title>